

Contents at a glance

Part 1: Get started with Microsoft Project

- 1: Project, project management, and you3
- 2: Take a guided tour 15

Part 2: Simple scheduling basics

- 3: Start a new plan 41
- 4: Build a task list.53
- 5: Set up resources85
- 6: Assign resources to tasks105
- 7: Format and share your plan..... 131
- 8: Track progress: Basic techniques157

Part 3: Advanced scheduling techniques

- 9: Fine-tune task scheduling 181
- 10: Fine-tune task details215
- 11: Fine-tune resource and assignment details..... 233
- 12: Fine-tune the Project plan 263
- 13: Organize plan details..... 289
- 14: Track progress: Detailed techniques321
- 15: View and report project status 343

Part 4: In-depth and special subjects

- 16: Format and print views: In-depth techniques..... 367
- 17: Format reports: In-depth techniques 397
- 18: Customize Project.....415
- 19: Share information with other programs..... 437
- 20: Consolidate projects and resources461
- 21: Use Agile project management with Project 483

Part 5: Appendixes

A: A short course in project management.....	523
B: Develop your project management skills	533
C: Integration with Microsoft 365 solutions for collaboration.....	537
D: Use this book in a classroom	557
Glossary.....	561
Index.....	570



Part 1: Get started with Microsoft Project.....	1
1.1 Start a new project.....	1
1.2 Meet the Project family.....	1
1.3 Users of Project Standard and Project Professional.....	1
1.4 See the new features in Project Online desktop client.....	1
1.5 Review features in earlier versions.....	1
1.6 New in Project 2019.....	1
1.7 New in Project 2016.....	1
1.8 New in Project 2013.....	1
1.9 New in Project 2010.....	1
1.10 Take a project manager's perspective.....	1
1.11 Let's get started!.....	1