



# Microsoft Project 2003 Business Essentials - I Just Want to Know How to Use It

*Gail Sexton*

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**\*PLEASE NOTE\*** Because this book is *truly* a hands-on tutorial, the practice Project files used throughout the book have a predetermined start date which is 11/24/09. After this date, you'll need to temporarily change the date/clock on your computer to 2008 while working from the book.

Using this book, you'll open a Project file (included on CD-Rom) and then simply work through the skills in each chapter. If being a Project guru isn't your goal - if you just want to use it - this is your book. We like to think of it as the user-friendly book that teaches you how to use Project *before* you buy the impressive encyclopedia.

We've worked hard to make Project seem simple. We hope you'll give us a try.

Here's some of what you'll do:

- Create recurring tasks
- Use outlining
- Link tasks and milestones
- Create dependencies
- Learn about flexible and inflexible constraints
- Create material resources
- See how duration vs. work, works
- Change the effort driven setting and understand *why*
- Save a baseline
- Create a resource calendar
- Create a report
- Assign an hourly rate
- Create a rate change by date
- Create a master file
- Understand the subproject
- Make changes to linked Project files

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