



# Microsoft Project 2013: The Missing Manual

By Bonnie Biafore

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## Microsoft Project 2013: The Missing Manual By Bonnie Biafore

Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small. This crystal-clear book not only guides you step-by-step through Project 2013's new features, it also gives you real-world guidance: how to prep a project before touching your PC, and which Project tools will keep you on target. With this Missing Manual, you'll go from project manager to Project master.

The important stuff you need to know

- **Learn Project 2013 inside out.** Get hands-on instructions for the Standard and Professional editions.
- **Start with a project management primer.** Discover what it takes to handle a project successfully.
- **Build and refine your plan.** Put together your team, schedule, and budget.
- **Achieve the results you want.** Build realistic schedules with Project, and learn how to keep costs under control.
- **Track your progress.** Measure your performance, make course corrections, and manage changes.
- **Create attractive reports.** Communicate clearly to stakeholders and team members using charts, tables, and dashboards.
- **Use Project's power tools.** Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

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## **Editorial Review**

### **About the Author**

Bonnie Biafore is a Project Management Professional (PMP) with more than 25 years' experience helping clients large and small make project management excellence part of their business strategies. She's written 26 books about project management, investing, personal finance, Microsoft Project, QuickBooks, and other software programs.

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