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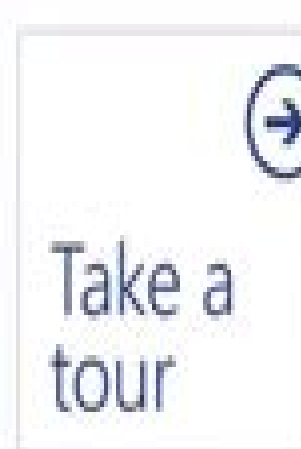
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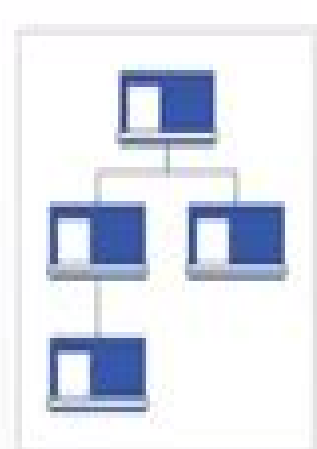
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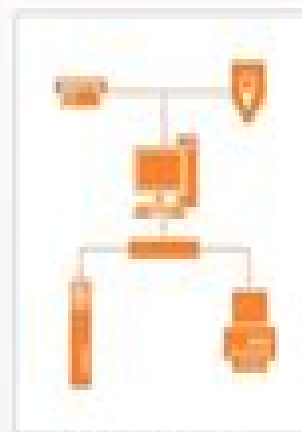
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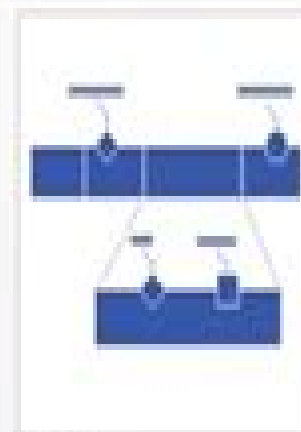
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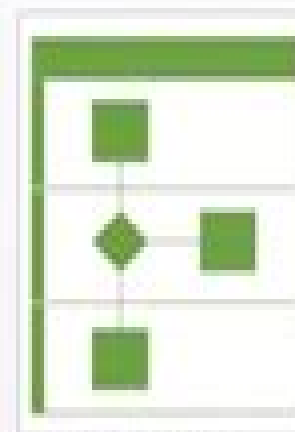
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Visio 2013 User Guide

Minjie Lin



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Microsoft Project 2013: The Missing Manual Bonnie Biafore, 2013-04-17 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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Project Management Tools and Techniques Deborah Sater Carstens, Gary L. Richardson, Ronald B. Smith, 2013-04-08 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them giving students the strong foundation they need to develop the skills and experience needed for a successful career in project management The first five sections discuss a typical project life cycle and beginning with an introduction to project management in terms of the role it plays in the organization and how a business case drives the process From this starting point the various planning and control oriented techniques described evolve this process through the life cycle from scope development to completion The final section closes the discussion with a group of more contemporary topics labeled advanced These are essential tools that need to be in wide use but are still evolving in practice Most of the chapters supply sample questions and exercises to help with a review of the material Each of the authors has extensive real world experience in her or his respective professional areas with a combined experience of about 100 years They have selected topics based on their valuation of the tool and its project management value They present the material in such a way that the concepts can be applied to any project Once this material is mastered students will have a good overview regarding the basic planning and control actions required by a project manager Also this book will make a great reference guide that can be used by project managers and team members for years to come

Windows 8.1 Paul J. Sanna, Alan Wright, 2013 Make the most of your new Windows 8 1 device without becoming a technical expert This book is the fastest way to take control of Windows 8 1 and use it to create connect and discover simplify and organize your whole life learn more play more do more live better This book shows you how to do what you want the way you want one incredibly clear and easy step at a time Windows has never ever been this simple Who knew how simple Windows 8 1 could be This is the easiest most practical beginner s guide to using your new Windows 8 1 desktop notebook or tablet simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Run Windows the way that s easiest for you mouse touch or keyboard Make the most of the Charms Bar and other new shortcuts Get online with Internet Explorer 11 and master its new tools Retrieve up to the minute news sports weather and financial data Set up your home network printer and other devices Safeguard your personal information and keep it private Enjoy all your digital photos videos movies and music Easily connect with anyone through email and the People app Discover and play new Windows 8 1 games Control your Xbox from Windows with Xbox

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