

Manual de Microsoft Project 2007

Detalle de Plantilla

1	2	3	4	5	6	7	8	9	10	11
Task Name	Duration	Physical % Complete	Theoretical % Complete	Start Date	Finish Date	Contract Amount	Contract Weight	Contract Weight	Contract Weight	Contract Weight

- 1) **Indicador:** Por default la agarra el programa para monitorear la actividad (e.g. si es critica, si va atrasada, adelantada, si esta cerrada, etc.)
- 2) **Nombre de la tarea:** Nombre de la actividad a realizar.
- 3) **Duración:** Estándar en Días
- 4) **Avance Físico %:** Avance que se ve en el área, se determina en común acuerdo con Nemak. Se manipula de manera directa.
- 5) **Avance Teórico %:** Lo da Project en Automático, nosotros no la damos. En base a las fechas de inicio y fin de la actividad se determina. Automáticamente.
- 6) **Fecha de Inicio:** Cuando inicia la actividad
- 7) **Fecha de cierre:** Cuando finaliza la actividad.
- 8) **Monto del Contrato:** Se van a anotar los costos de cada actividad (el 100%), de las actividades no de los subtítulos ni del título, eso lo calcula el Project automáticamente.
- 9) **Ponderación del Contrato:** Por sistema el sistema lo hace automáticamente. Que peso tiene la actividad en ese renglón con respecto a todo el contrato.
- 10) **Avance Revisado:** Lo hace el software por sistema. Es lo que se tiene en el avance físico multiplicado por el monto de contrato. Lo que pesa la actividad en dinero con respecto al monto total a facturar del proyecto con lo que se lleva trabajado.
- 11) **Facturación Acumulada:** Lo acumulado del avance revisado.

Ejercicio Práctico

Establecer la Actividades (Actividad 1, Actividad 2, Actividad 3)

Task Name	Duration	Physical % Complete	Theoretical % Complete	Start Date	Finish Date	Contract Amount	Contract Weight	Contract Weight	Contract Weight	Contract Weight
Actividad 1	1 day	0%	0%	04/01/2007	04/02/2007	1,000	1	1,000	1,000	1,000
Actividad 2	1 day	0%	0%	04/02/2007	04/03/2007	1,000	1	1,000	1,000	1,000
Actividad 3	1 day	0%	0%	04/03/2007	04/04/2007	1,000	1	1,000	1,000	1,000

Microsoft Project 2007 Manual

Jamil Azher



Microsoft Project 2007 Manual:

Microsoft Project 2007: The Missing Manual Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it

Microsoft Office Project 2007 - das Handbuch Steffen Reister, 2008 **Microsoft Project 2007** Bonnie Biafore, 2007 Big and small projects alike include schedules budgets communications and changes This guide teaches readers how to track and adjust schedules and budgets test scenarios and understand the impact of changes **Outlook on the Web Training**

Manual Classroom in a Book TeachUcomp, 2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a Theme 8 Adding and Managing Add ins E Mail 1 Using the Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a Message 10 Receiving E Mail Messages 11 Opening Messages 12 Printing Messages 13 Downloading Attachments 14 Replying to Messages 15 Forwarding Messages 16 Ignoring a Conversation Thread 17 The Deleted Items Folder 18 Permanently Deleting Items 19 Recovering Deleted Items Managing Items 1 Creating and Managing Categories 2 Categorizing Items 3 Marking Messages as Read or Unread 4 Flagging Items 5

Marking Messages as Junk 6 Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane
 Mailbox Management 1 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4
 Managing the Favorites Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder
 Permissions 7 Finding Items E Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office
 Assistant 3 Changing Your Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the
 Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating
 Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding
 Shared Calendars 10 Using the Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options
 13 Changing Automatic Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16
 Publishing Calendars 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting
 Requests 3 Viewing Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1
 Creating a New Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6
 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3
 Attaching Files to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1
 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in
 Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9
 Leaving Groups 10 Editing Managing and Deleting Groups **Microsoft Project 2007 The Missing Manual** Bonnie
 Biafore, 2007-01-01 Microsoft Project 2007 helps users control the variables on any project big or small such as schedules
 budgets communications and changes rather than be controlled by them Written by project management expert Bonnie
 Biafore this book teaches readers how to do everything from setting tracking and adjusting schedules and budgets to testing
 scenarios and and recognizing trouble spots before your project breaks down PRINCE2 2009 Planning and Control Using
Microsoft Project 2010 Paul E. Harris, 2010 This book is primarily a Microsoft Project book and designed to teach project
 management professionals who understand the PRINCE2™ methodology to use Microsoft r Project to plan and control
 PRINCE2 TM projects It identifies which PRINCE2 TM processes may be handled with Microsoft Project r 2010 and how the
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TALIS 2008 Technical Report OECD,2010-05-06 This report describes the development of the TALIS instruments and methods used in sampling data collection scaling and data analysis phases of the first round of the survey It also explains the rigorous quality control programme that operated during the survey process Project Planning and Control Using Primavera P6 Paul E. Harris,2008 A user guide and training manual written for Project Management Professionals who wish to learn how to plan and control projects in an established Primavera P6 and earlier Enterprise versions with or without Resources and Roles Project This book is an update of the authors Primavera Version 5 0 book and contains more chapters including Global Change Multiple Project Scheduling Managing the Enterprise Environment Resource Optimization and Leveling It has been written using the Construction and Engineering version but may be used by any industry and covers Versions 4 to 6 The book is packed with screen shots constructive tips and contains workshops with solutions at the end of each chapter for the reader to practice the skills taught This publication ideal for people who would like to quickly gain an understanding of how the software operates up to an intermediate level It covers Primavera Versions from 3 5 onwards and it explains some of the differences from SureTrak P3 Microsoft Project and Asta Powerproject to assist people converting form other products The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment It explains in plain English and in a logical sequence the steps required to create and maintain an unresourced and resourced schedule It tackles some of the more complex aspects of the software that the user manual does not address It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule **Web Project Management for Academic Libraries** Jody Condit Fagan,Jennifer Keach,2009-12-18 The role of the web project manager Web teams The academic library web site Projectdefinition Organizational communication Workflowand project execution Web and library standards Review and evaluation Multiple web projects **Ultimate Learning Guide to Microsoft Office Project 2007** Dale A. Howard,Gary Chefetz,2007 Designed for professionals seeking a complete learning experience and reference manual for managing projects using the Microsoft Office Project 2007 desktop application this book can teach them how to use the software effectively **MSDN Magazine** ,2007 *PC World* ,1985 *Title List of Documents Made Publicly Available* ,1991 **Global Outsourcing with Microsoft Visual Studio 2005 Team System** Jamil Azher,2007 In this era of globalization outsourcing has emerged

as a key strategy not only for achieving competitive advantage but also for survival However despite widespread adoption there are few practical guidelines in the market regarding how to optimally manage outsourced projects Global Outsourcing with Microsoft Visual Studio 2005 Team System teaches managers developers and SQA professionals how to successfully execute outsourced projects Providing best practices guidelines based upon empirical experience of leading practitioners in the outsourcing industry the book shows how to construct result oriented development processes for mitigating execution risk improving quality and increasing efficiency Using Microsoft Visual Studio 2005 Team System as the underlying infrastructure the book teaches how to customize development methodologies integrate with MS Project and MS Outlook embed real time communication capabilities manage source code and build process run unit tests create custom reports and leverage the project portal Global Outsourcing with Microsoft Visual Studio 2005 Team System is an essential IT reference for companies interested in effectively managing outsourced projects and reducing friction associated with globally distributed software development The Software Encyclopedia ,1997 **PM Network** ,1997 Abridged Knowledge Review, 2006/07 South Africa. Water Research Commission,2007 Government Reports Annual Index: Keyword A-L ,1986
 Government Reports Annual Index ,1994

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Table of Contents Microsoft Project 2007 Manual

1. Understanding the eBook Microsoft Project 2007 Manual
 - The Rise of Digital Reading Microsoft Project 2007 Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project 2007 Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Project 2007 Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project 2007 Manual
 - Personalized Recommendations

- Microsoft Project 2007 Manual User Reviews and Ratings
- Microsoft Project 2007 Manual and Bestseller Lists
- 5. Accessing Microsoft Project 2007 Manual Free and Paid eBooks
 - Microsoft Project 2007 Manual Public Domain eBooks
 - Microsoft Project 2007 Manual eBook Subscription Services
 - Microsoft Project 2007 Manual Budget-Friendly Options
- 6. Navigating Microsoft Project 2007 Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Project 2007 Manual Compatibility with Devices
 - Microsoft Project 2007 Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Project 2007 Manual
 - Highlighting and Note-Taking Microsoft Project 2007 Manual
 - Interactive Elements Microsoft Project 2007 Manual
- 8. Staying Engaged with Microsoft Project 2007 Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Project 2007 Manual
- 9. Balancing eBooks and Physical Books Microsoft Project 2007 Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Project 2007 Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project 2007 Manual
 - Setting Reading Goals Microsoft Project 2007 Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project 2007 Manual
 - Fact-Checking eBook Content of Microsoft Project 2007 Manual

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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