

Blank 9 Box Grid Templates

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Using Microsoft Project 2002 - Tim Pyron 2002

This edition has been thoroughly updated to reflect a new product incorporated in Project called Enterprise Project. Topics covered include scheduling tasks effectively and tracking costs.

The Peter Principle - RAYMOND. HULL HULL (RAYMOND. PETER, DR LAURENCE J.) 2020-10

In a hierarchy, every employee rises to the level of their own incompetence. This simple maxim, defined by this classic book over 40 years ago, has become a beacon of truth in the world of work. From the civil service to multinational companies to hospital management, it explains why things constantly go wrong: promotion up a hierarchy inevitably leads to over-promotion and incompetence. Through barbed anecdotes and wry humour the authors define the problem and show how anyone, whether at the top or bottom of the career ladder, can avoid its pitfalls. Or, indeed, avoid promotion entirely!

Excel 2013: The Missing Manual - Matthew MacDonald 2013-04-18

The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from

writing your first formula to charting your results. Illustrate trends.

Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Illustrated Microsoft Office 365 & Office 2016: Fundamentals - Marjorie S. Hunt 2016-04-10

Both computer rookies and pros can master Microsoft Office 2016 applications quickly and efficiently with this new book in the popular Illustrated Series -- ILLUSTRATED MICROSOFT OFFICE 365 & Office 2016: FUNDAMENTALS. Using a concise, focused approach and user-friendly format, the Illustrated Series features a hallmark two-page layout that allows the reader to see an entire task without turning the page. Skills are accessible and easy to follow with Learning Outcomes that outline the key concepts in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens.

Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Readers can count on ILLUSTRATED MICROSOFT OFFICE 365 & Office 2016: FUNDAMENTALS to perfect the skills they need now and on the job. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. *Dashboards and Widgets Creation Guide for MicroStrategy 9. 3. 1* - MicroStrategy Product Manuals 2013-04-30

Microsoft Word 2002 - Jennifer Duffy 2001-09

Part of the Illustrated series, this text offers a visual and flexible way to build Microsoft Word 2002 skills.

Adobe Dreamweaver CS5: Comprehensive - Gary B. Shelly 2012-01-20

ADOBE DREAMWEAVER CS5: COMPREHENSIVE, 1E follows the Shelly Cashman Series proven step-by-step, screen-by-screen approach to teaching the Adobe Dreamweaver CS5 software. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives Collection, Microsoft 365 & Word 2021

Comprehensive - Ann Shaffer 2022-05-31

Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT 365 & WORD 2021 COMPREHENSIVE thoroughly prepares you for the Microsoft Office Specialist (MOS) certification exam -- and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional skills, tips and insights incorporated throughout provide context and relevancy to real-world practice, and Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives. In addition, the text offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. Important Notice: Media content referenced within the product description or the product text may not be available in

the ebook version.

Document Creation Guide for MicroStrategy 9.2.1m - MicroStrategy Product Manuals 2011-12-20

Exam Ref 70-481 - Wouter de Kort 2014

Fully updated! Prepare for Microsoft Exam 70-481 - and help demonstrate your real-world mastery of Windows Store app development using HTML5 and JavaScript. Designed for experienced developers ready to advance their status, Exam Ref focuses on the critical-thinking and decision-making acumen needed for success at the MCS D level. Focus on the expertise measured by these objectives: Design Windows Store apps Develop Windows Store apps Create the user interface Program user interaction Manage security and data This Microsoft Exam Ref: Is fully updated for Windows 8.1 and Visual Studio 2013 Organizes its coverage by objectives for Exam 70-481 Features strategic, what-if scenarios to challenge you Requires a minimum of two to five years of experience developing HTML, CSS, and JavaScript applications, including one or more years developing applications that conform to the Windows Store app guidelines

Piecing the Piece O' Cake Way - Linda Jenkins 2016-03-01

From planning to binding, learn the right way to do patchwork with best-selling authors from Piece O' Cake Designs. Before they taught appliqué, Linda Jenkins and Becky Goldsmith shared a love of patchwork—and they're still avid piecers today! Start with simple shapes, and then stretch your skills with diamonds, curves, and improv piecing. This visual guide to quilting basics includes 10 colorful quilt projects, skill-building techniques, and tips for fabulous fabric selection.

Advanced Reporting Guide for MicroStrategy 9. 3. 1 - MicroStrategy Product Manuals 2013-04-30

Basic Reporting Guide for MicroStrategy 9. 3 - MicroStrategy Product Manuals 2012-09-30

Project 2013 In Depth - Scott Daley 2013-08-14

Do more in less time! This book's packed with intensely useful Project 2013 knowledge, tips, and shortcuts you just won't find anywhere else. It's the fastest, best way to master every phase of project management with Project 2013: initiation, planning, scheduling, resource assignments, tracking, revision, completion, and more. You'll get comfortable with Project 2013's most valuable new features...master powerful new cloud-based tools for running your projects...even learn to manage complex project portfolios for your entire organization!

- Discover what's new in Project 2013 and get started with new projects fast
- Apply project management best practices through Project 2013
- Initiate, plan, and organize projects to maximize your odds of success
- Create realistic schedules for your project and all your team members
- Define task logic to intelligently link sequences of activities
- Identify and eliminate bottlenecks before they interfere with your project
- Use Project's automated scheduling engine to optimize efficiency
- Review and tweak your schedule using views, tables, filters, and groups
- Track your project's progress and analyze your performance to date
- Adjust resources, tasks, and schedules to reflect project changes
- Officially close your project, and evaluate it via Lessons Learned analyses or Earned Value tracking
- Tailor Project 2013 to your individual and organizational needs
- Leverage Project 2013's powerful cloud-based collaboration features
- Customize reports, including Project 2013's advanced Visual Reports
- Work with multiple projects at once and resolve complex resource allocation problems
- Integrate Project 2013 with other Microsoft Office and third-party applications

All In Depth books offer

- Comprehensive coverage with detailed solutions
- Troubleshooting help for tough problems you can't fix on your own
- Outstanding authors recognized worldwide for their expertise and teaching style

Learning, reference, problem-solving...the only Project 2013 book you need!

Office 2016 For Seniors For Dummies - Faithe Wempen 2015-10-19
Keep up with the latest Office technologies, and learn the fundamentals of Microsoft Office 2016! Office 2016 For Seniors For Dummies is the ideal resource for learning the fundamentals of the Microsoft Office

suite. You'll explore the functionality of Word, Excel, PowerPoint, and Outlook, establishing basic knowledge that you can build upon as you continue to experiment with Office's applications. Larger font and image sizes mean you can easily read the content—and text that gets back to basics walks you through everything you need to know to use these programs in a variety of environments. Whether you want to improve your Microsoft Office skills to stay competitive at work or to finally write that novel you've had simmering in your head for the last ten years, this is the resource you need to get started! Access clear-cut, easy-to-read steps that show you how to get the most out of Microsoft Word, Excel, PowerPoint, and Outlook Learn the fundamentals of Microsoft Office 2016 -starting with the basics Establish good work habits within the Microsoft Office suite to set yourself up for success Find the information you're looking for with short chapter openers that point you in the right direction Office 2016 For Seniors For Dummies is essential to keeping your mind sharp and your computer skills on the cutting edge!!

Document Creation Guide for MicroStrategy 9. 3 - MicroStrategy Product Manuals 2012-09-30

PC Mag - 1999-02-09

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

Start Here! Learn Microsoft Visual Basic 2012 - Michael Halvorson 2012-12-15

Ready to learn Microsoft Visual Basic? Start Here! Learn the fundamentals of modern programming with Visual Basic 2012—and begin building your first Windows 8 apps for the desktop. If you have absolutely no previous experience with Visual Basic, no problem—simply start here! This book introduces must-know concepts and techniques through easy-to-follow explanations, examples, and exercises. Here's where you start learning Visual Basic Learn the fundamentals of programming with Visual Basic Discover how to to bind controls to data

Design and interact with user interfaces built with XAML Build and debug complete applications Learn the basics of Windows 8 application design Find out how to deliver your applications to the Windows Store [Dashboards and Widgets Creation Guide for MicroStrategy 9.3](#) - MicroStrategy Product Manuals 2012-09-30

[Illustrated Microsoft Office 365 & Word 2016: Comprehensive](#) - Jennifer Duffy 2016-06-16

Both computer rookies and pros can thoroughly master Microsoft Word 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & WORD 2016: COMPREHENSIVE. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the Microsoft Word 2016 skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application to ensure readers gain a full understanding of Microsoft Word 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Excel Hacks - David Hawley 2007-06-20

Millions of users create and share Excel spreadsheets every day, but few go deeply enough to learn the techniques that will make their work much easier. There are many ways to take advantage of Excel's advanced capabilities without spending hours on advanced study. Excel Hacks provides more than 130 hacks -- clever tools, tips and techniques -- that will leapfrog your work beyond the ordinary. Now expanded to include Excel 2007, this resourceful, roll-up-your-sleeves guide gives you little known "backdoor" tricks for several Excel versions using different platforms and external applications. Think of this book as a toolbox. When a need arises or a problem occurs, you can simply use the right tool for the job. Hacks are grouped into chapters so you can find what

you need quickly, including ways to: Reduce workbook and worksheet frustration -- manage how users interact with worksheets, find and highlight information, and deal with debris and corruption. Analyze and manage data -- extend and automate these features, moving beyond the limited tasks they were designed to perform. Hack names -- learn not only how to name cells and ranges, but also how to create names that adapt to the data in your spreadsheet. Get the most out of PivotTables -- avoid the problems that make them frustrating and learn how to extend them. Create customized charts -- tweak and combine Excel's built-in charting capabilities. Hack formulas and functions -- subjects range from moving formulas around to dealing with datatype issues to improving recalculation time. Make the most of macros -- including ways to manage them and use them to extend other features. Use the enhanced capabilities of Microsoft Office 2007 to combine Excel with Word, Access, and Outlook. You can either browse through the book or read it from cover to cover, studying the procedures and scripts to learn more about Excel. However you use it, Excel Hacks will help you increase productivity and give you hours of "hacking" enjoyment along the way.

Using Microsoft Project 2000 - Tim Pyron 2000

Necessity for greater flexibility and understanding of project management is coming into its own--even though most people manage projects as part of other duties. This guide seeks to provide consumers with a comprehensive understanding of the features, functions, and best practices of project management by thorough coverage of the industry's leading project management tool.

Microsoft Visual Basic 2013 Step by Step - Michael Halvorson 2013-11-15

Your hands-on guide to Visual Basic fundamentals Expand your expertise—and teach yourself the fundamentals of Microsoft Visual Basic 2013. If you have previous programming experience but are new to Visual Basic 2013, this tutorial delivers the step-by-step guidance and coding exercises you need to master core topics and techniques.

Discover how to: Master essential Visual Basic programming techniques Begin building apps for Windows Store, Windows Phone 8, and ASP.NET

Design apps using XAML markup, touch input, and live tiles Tackle advanced language concepts, such as polymorphism Manage data sources including XML documents and web data Create a Windows Phone 8 app that manages key lifecycle events

[Beginning Windows 8 Application Development](#) - Zoltan Arvai 2012-09-06

Learn to use exciting new development tools and create applications for Windows 8 If you're a beginning developer, there's no better place to get up to speed on the Windows 8 SDK than this Wrox guide. A team of Microsoft experts provides a complete course in Windows 8 programming, helping you take full advantage of the innovative new SDK. Written in an easy-to-read style, this book is packed with reusable examples that showcase the endless possibilities of the Windows SDK and also introduces the new Windows 8 app store. It explains how to set up the development environment and covers user interface design, using special effects and graphics, working with C# and C++, and much more. Provides a complete introduction to the Windows SDK and Windows 8, starting with setting up the development environment and building your first application Covers user interface design, touch- and event-driven design elements, leveraging windows-based services, and offline application development with HTML 5 Explores creating C# applications for the Windows 8 system, XNA 4 and Silverlight 5 considerations, and the role of C++ Shows how to debug, certify and deploy your applications Introduces the new Windows 8 app store and offers advice on marketing your apps Beginning Windows 8 Application Development is perfect for anyone who's ready to get started developing apps for the exciting new Windows 8 OS.

Ableton Live 9 - Keith Robinson 2014-01-03

Never has there been music production software that so closely emulates the human mind and the demand for delivering music through a computer than Live. With an imaginative design and a forward-thinking mission, Ableton continues their legacy with Live 9, a software package that drives music production to the cutting edge while squarely meeting the needs of the composer, producer, performer, songwriter, DJ, and beyond. With such a progressive approach to its development, some of

you may feel a bit disoriented or even intimidated at first sight of Live's unconventional design, especially those of you coming from a traditional Digital Audio Workstation (DAW) background. If you are new to DAWs, DJ style programs, or software music production in general, then you'll soon be right at home with the "parallel concept" of Live's Session and Arrangement Views. For the rest of you, you'll have to rethink your approach to composing, arranging and producing music just a bit; but it will be a worthwhile adjustment. That is why this book has been written: to help reinvent the experienced software-based music producer and to unleash the new user. The goal here is to build and cultivate a strong understanding of Live 9's concepts and to provide material that will engage all DAW users alike. With this goal in mind, at the end of each reading you should feel that your current skills and knowledge base have been elevated to the next level. For the current Ableton Live user - yes, you - there is plenty here to unlock! After all, there is still a little "new user" inside us all. Now it is time to learn how to Create, Produce and Perform with Live 9 - all you have to do is decide what your needs are, because it's all here. First published in 2013. Routledge is an imprint of Taylor & Francis, an informa company.

[Mind Magic and Mentalism For Dummies](#) - James L. Clark 2012-05-22

Reveals the secrets behind mental illusions, ranging from mind control and hypnosis to reading while blindfolded and predicting the future, and includes a video of the author performing the tricks as viewed from the audience's perspective.

[Office 2019 For Seniors For Dummies](#) - Faithe Wempen 2018-10-26

Make sense of Office 2019 Just like using a computer for the first time, learning Microsoft Office applications can be confusing and intimidating at any age. Office 2019 For Seniors For Dummies helps seniors get up to speed quickly with clear-cut, easy-to-read-and-understand steps on how to get the most out of Microsoft Word, Excel, PowerPoint, and Outlook. The book assumes no prior information and starts with showing how to start each application, how to navigate the interface, dress up documents in Word, create spreadsheets in Excel, create a PowerPoint presentation, and use Outlook as an email client. You'll also find templates for each

application for letters, faxes, a budget grid in Excel, and more. Use Word, Excel, Outlook, and PowerPoint Dress up your letters, invitations, and other documents Manage your finances with Excel Use your email to stay in touch with friends and family If you're an over-50 PC user looking for some gentle instruction on making the most of Office 2019, you've come to the right place!

Circadian Rhythms - Ezio Rosato 2008-02-04

This is an in-depth examination of circadian biology, presented by leading researchers in the field. Methods for analysis of rhythmic readouts in select model organisms are included. This cutting-edge collection of protocols is adaptable for research at every level, and represents the huge strides that chronobiologists have made over the past two decades. Circadian biologists at all research levels will realize tremendous benefit from this extraordinary collection.

Illustrated Microsoft Office 365 & Word 2016: Intermediate -

Jennifer Duffy 2016-03-14

ILLUSTRATED MICROSOFT OFFICE 365 & WORD 2016:

INTERMEDIATE engages both computer rookies and hot shots as this edition guides readers in mastering both basic and more advanced Microsoft Word 2016 skills quickly and efficiently. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Exam Ref 70-481 Essentials of Developing Windows Store Apps Using HTML5 and JavaScript (MCSD) - Wouter de Kort 2014-07-22

Fully updated! Prepare for Microsoft Exam 70-481 - and help demonstrate your real-world mastery of Windows Store app development

using HTML5 and JavaScript. Designed for experienced developers ready to advance their status, Exam Ref focuses on the critical-thinking and decision-making acumen needed for success at the MCSD level. Focus on the expertise measured by these objectives: Design Windows Store apps Develop Windows Store apps Create the user interface Program user interaction Manage security and data This Microsoft Exam Ref: Is fully updated for Windows 8.1 and Visual Studio 2013 Organizes its coverage by objectives for Exam 70-481 Features strategic, what-if scenarios to challenge you Requires a minimum of two to five years of experience developing HTML, CSS, and JavaScript applications, including one or more years developing applications that conform to the Windows Store app guidelines

New Perspectives on Adobe Dreamweaver CS6, Comprehensive - Kelly Hart 2012-10-31

NEW PERSPECTIVES ON ADOBE DREAMWEAVER CS6,

COMPREHENSIVE offers a critical-thinking approach to teaching Web design. This text explains and reinforces design software concepts and skills through the New Perspectives' signature case-based, problem-solving pedagogy. Students will transcend point-and-click skills to take full advantage of the software's utility. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Microsoft Office 365 & Office 2016: Intermediate -

David W. Beskeen 2016-03-14

ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2016:

INTERMEDIATE engages both computer rookies and hot shots as this edition guides readers in mastering both basic and more advanced Microsoft Office 2016 skills quickly and efficiently. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a

brief overview of the lesson's principles and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

AutoCAD 2014 and AutoCAD LT 2014 - Donnie Gladfelter 2013-07-10
A step-by-step tutorial introduction to AutoCAD As the only book to teach AutoCAD using a continuous tutorial which allows you to follow along sequentially or jump in at any exercise by downloading the drawing files, this Autodesk Official Press book is ideal for the AutoCAD novice.

Industry expert and AutoCAD guru Donnie Gladfelter walks you through the powerful features of AutoCAD, provides you with a solid foundation of the basics, and shares the latest industry standards and techniques. The hands-on tutorial project inspired by real-world workflows that runs throughout the book helps you understand and apply the techniques and tools. Introduces you to the AutoCAD and AutoCAD LT interface, basic commands, and industry workflows Builds upon the basics that are covered in order to gradually segue into more advanced features and skills, such as telling the story of your designs with annotation, generating elevations, and visualizing projects in 3D Covers dimensioning, external references, layouts and printing, using 3D, and more AutoCAD 2014 and AutoCAD LT 2014: No Experience Required helps you quickly learn how to use AutoCAD and AutoCAD LT productively.

Illustrated Microsoft Office 365 & Office 2016 for Medical Professionals, Loose-leaf Version - David W. Beskeen 2016-09-15

Master the Microsoft Office 2016 skills necessary for success in any medical office or health-related career with the new, reader-friendly ILLUSTRATED MICROSOFT OFFICE 2016 FOR MEDICAL PROFESSIONALS. This dynamic, visually focused book introduces the most important skills within Microsoft Office 2013 using step-by-step instructions and vibrant clear visuals. Readers examine actual medical examples and complete timely projects. Intriguing case studies related to today's medical industry prepare readers to meet contemporary medical office challenges. Beginner or experienced users will find ILLUSTRATED

MICROSOFT OFFICE 365 & 2016 FOR MEDICAL PROFESSIONALS filled with relevant information that's essential now and ideal for long-term reference in any office administration, medical assisting, or health care career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Document Creation Guide for MicroStrategy 9. 3. 1 - MicroStrategy Product Manuals 2013-04-30

Retrieval Practice - Kate Jones 2020-07-27

Retrieval practice is a strategy in which bringing information to mind enhances and boosts learning. In this punchy and accessible book, Kate Jones gives educators strategies and tips for using this powerful technique in their classrooms.

Supplemental Reference for Administering MicroStrategy 9. 3. 1 - MicroStrategy Product Manuals 2013-04-30

Interactive Media Design and Development with Adobe CS6 - Sherry Bishop 2013-06-25

INTERACTIVE MEDIA DESIGN AND DEVELOPMENT WITH ADOBE CS6 is a must-have learning resource for today's generation of digital content creators! Its hands-on approach to interactive media design, development, and process implementation puts you in charge of an actual interactive media project from start to finish, following a one-person workflow to create rich digital content with the latest principles and processes. Chapter readings support your effort with coverage on text, visuals, animation, audio, and video. Expanded learning opportunities throughout the book include How We Did It examples, It's Your Turn exercises, and More to Explore feature sections. If you are familiar with Adobe content creation tools and programs (Photoshop, Dreamweaver, Illustrator, Flash, Audition, and Premiere) and want to master the complete interactive project, INTERACTIVE MEDIA DESIGN AND DEVELOPMENT WITH ADOBE CS6 is the right book for you. The Data Files used to complete the projects found in the book are now

available online. For access information please refer to the directions available in the preface of the book. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Adobe Dreamweaver Creative Cloud: Comprehensive - Corinne Hoisington 2014-10-01

ADOBE DREAMWEAVER CREATIVE CLOUD™: COMPREHENSIVE, 1st Edition has been fully revised to meet Adobe's most recent Creative Cloud updates. Coverage of the newest Dreamweaver functions and tools will help you maximize your potential with the Dreamweaver software and familiarize yourself with the Creative Cloud. ADOBE DREAMWEAVER CREATIVE CLOUD™: COMPREHENSIVE, 1st Edition

follows the Shelly Cashman Series proven step-by-step, screen-by-screen approach to teaching the Adobe Dreamweaver software. The pedagogy of this text has been enhanced to reflect the learning styles of today's students. Readers will easily follow along with the chapters in the text to gain valuable and comprehensive software skills to build their own exciting and dynamic Web sites and develop Internet applications.

Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Using Microsoft Office Project 2003 - Tim Pyron 2004

By covering this project management tool, this work offers the reader an understanding of the features, functions and best practices of project management.