Microsoft

Microsoft Project Server 2013 Administrator's Guide

Microsoft Project Server 2013 Administrators Guide

Tim Runcie,Jason Stegner

Microsoft Project Server 2013 Administrators Guide:

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 **Planning, Deploying and Managing Microsoft Project Server 2013** Rolly Perreaux,2016-03-25 The goal of this training book is to provide students with the knowledge and skills necessary to effectively plan deploy and administer Microsoft Project Server 2013 TARGET AUDIENCE This training book is intended for Administrators Systems Engineers PMO Managers Project Managers Consultants and other people responsible for the deployment and management of a Microsoft Project and Portfolio Management PPM Solution using Project Server 2013 COURSE OUTLINE Module 1 Overview of Project Server 2013 Module 2 Installing and Configuring Prerequisites Module 3 Deploying and Configuring SharePoint 2013 Module 4 Configuring Project Server Clients Module 5 Configuring Project Server Module 6 Managing Project Server Security Module 7 Configuring Enterprise Data Settings Module 8 Configuring Business Intelligence Center Module 9 Customizing Project Sites Module 10 Project Server Administration AT COMPLETION After completing this training book you will be able to Plan a Microsoft PPM deployment Configure SQL Server for SharePoint Project Server 2013 Deploy SharePoint and Project Server 2013 Install and configure Project Server client software Create enterprise custom fields Configure and manage views and security Configure and manage time and task management settings Customize project sites Import projects and resources Work with Project Server Administration Tools Backup and Restore Project Server 2013 PREREQUISITES You should have a working knowledge of the following Microsoft Windows Server 20xx networking Microsoft Project Professional Basic project management concepts *Microsoft Project Server* Tim Runcie,Jason Stegner,2011-08-01 Microsoft Project 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft Project 2016 Two manuals Introductory and Advanced in one book 185 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts including assigning and managing tasks and resources tracking project tasks developing dynamic reports and much more Topics Covered Getting Acquainted with Project

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Implementing and Administering Microsoft Project Server 2010 Gary Chefetz,Dale A. Howard,Tony Zink,2010-06-01 Implementing and Administering Microsoft Project Sever 2010 is your essential reference guide for installing configuring and deploying Project Server to your enterprise This book begins with the organizational strategies you need to succeed with an EPM deployment and follows through with an implementation plan and step by step instructions for

installing configuring and deploying the Project Server 2010 platform to your organization Loaded with best practices warnings and tips from Project Sever gurus Gary Chefetz and Dale Howard Implementing and Administering Microsoft Project Server 2010 sets the gold standard for Project Server implementation *Microsoft Excel 2019 for Lawyers Training Manual Classroom in a Book* TeachUcomp ,2019-10-27 Complete classroom training manuals for Microsoft Excel 2019 for Lawyers 479 pages and 224 individual topics Includes practice exercises and keyboard shortcuts You will learn how to effectively use legal templates legal business functions such as the Pv and Fv functions and simple IOLTA management In addition you ll receive our complete Excel curriculum Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts File Management 1 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering Unsaved Workbooks 6 Opening a Workbook in a New Window 7 Arranging Open Workbook Windows 8 Freeze Panes 9 Split Panes 10 Hiding and Unhiding Workbook Windows 11 Comparing Open Workbooks 12 Switching Open Workbooks 13 Switching to Full Screen View 14 Working With Excel File Formats 15 AutoSave Online Workbooks Data Entry 1 Selecting Cells 2 Entering Text into Cells 3 Entering Numbers into Cells 4 AutoComplete 5 Pick from Drop Down List 6 Flash Fill 7 Selecting Ranges 8 Ranged Data Entry 9 Using AutoFill Creating Formulas 1 Ranged Formula Syntax 2 Simple Formula Syntax 3 Writing Formulas 4 Using AutoSum 5 Inserting Functions 6 Editing a Range 7 Formula AutoCorrect 8 AutoCalculate 9 Function Compatibility Copying Pasting Formulas 1 Relative References and Absolute References 2 Cutting Copying and Pasting Data 3 AutoFilling Cells 4 The Undo Button 5 The Redo Button Columns Rows 1 Selecting Columns Rows 2 Adjusting Column Width and Row Height 3 Hiding and Unhiding Columns and Rows 4 Inserting and Deleting Columns and Rows Formatting Worksheets 1 Formatting Cells 2 The Format Cells Dialog Box 3 Clearing All Formatting from Cells 4 Copying All Formatting from Cells to Another Area Worksheet Tools 1 Inserting and Deleting Worksheets 2 Selecting Multiple Worksheets 3 Navigating Worksheets 4 Renaming Worksheets 5 Coloring Worksheet Tabs 6 Copying or Moving Worksheets Setting Worksheet Layout 1 Using Page Break Preview 2 Using the Page Layout View 3 Opening The Page Setup Dialog Box 4 Page Settings 5 Setting Margins 6 Creating Headers and Footers 7 Sheet Settings Printing Spreadsheets 1 Previewing and Printing Worksheets Helping Yourself 1 Using Excel Help 2 The Tell Me Bar 3 Smart Lookup Creating 3D Formulas 1 Creating 3D Formulas 2 3D Formula Syntax 3 Creating 3D Range References Named Ranges 1 Naming Ranges 2 Creating Names from Headings 3 Moving to a Named Range 4 Using Named Ranges in Formulas 5 Naming 3D Ranges 6 Deleting Named Ranges Conditional Formatting and Cell Styles 1 Conditional Formatting 2 Finding Cells with Conditional Formatting 3 Clearing Conditional Formatting 4 Using Table and Cell Styles Paste Special 1 Using Paste Special 2 Pasting Links Sharing Workbooks 1 About Co authoring and

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Creating a Personal Folder 12 2 Setting AutoArchiving for Folders 12 3 Creating Private Folders 12 4 Creating Search Folders 12 5 One Click Archiving CHAPTER 13 Notes 13 1 Creating and Using Notes CHAPTER 14 Advanced Mailbox Options 14 1 Creating Mailbox Rules 14 2 Creating Custom Mailbox Views 14 3 Handling Junk Mail 14 4 Color Categorizing 14 5 Advanced Find 14 6 Mailbox Cleanup CHAPTER 15 OUTLOOK OPTIONS 15 1 Using Shortcuts 15 2 Adding Additional Profiles 15 3 Adding Accounts 15 4 Outlook Options 15 5 Using Outlook Help CHAPTER 16 DELEGATES 16 1 Creating a Delegate 16 2 Acting as a Delegate 16 3 Deleting Delegates CHAPTER 17 SECURITY 17 1 Types of Email Encryption in Outlook 17 2 Sending Encrypted Email **Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book** TeachUcomp ,2021-10-29 Complete classroom training manuals for Microsoft PowerPoint 2019 and 365 Contains 213 pages and 102 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms

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Certified Ethical Hacker (CEH) v12 312-50 Exam Guide Dale Meredith,2022-07-08 Develop foundational skills in ethical hacking and penetration testing while getting ready to pass the certification exam Key Features Learn how to look at technology from the standpoint of an attacker Understand the methods that attackers use to infiltrate networks Prepare to take and pass the exam in one attempt with the help of hands on examples and mock tests Book DescriptionWith cyber threats continually evolving understanding the trends and using the tools deployed by attackers to determine vulnerabilities in your system can help secure your applications networks and devices To outmatch attacks developing an attacker s mindset is a necessary skill which you can hone with the help of this cybersecurity book This study guide takes a step by step approach to helping you cover all the exam objectives using plenty of examples and hands on activities You ll start by gaining insights into the different elements of InfoSec and a thorough understanding of ethical hacking terms and concepts You ll then learn about various vectors including network based vectors software based vectors mobile devices wireless networks and IoT devices The book also explores attacks on emerging technologies such as the cloud IoT web apps and servers and examines prominent tools and techniques used by hackers Finally you ll be ready to take mock tests which will help you test your understanding of all the topics covered in the book By the end of this book you ll have obtained the information necessary to take the 312 50 exam and become a CEH v11 certified ethical hacker What you will learn Get to grips with information security and ethical hacking Undertake footprinting and reconnaissance to gain primary information about a potential target Perform vulnerability analysis as a means of gaining visibility of known security weaknesses Become familiar with the tools and techniques used by an attacker to hack into a target system Discover how network sniffing works and ways to keep your information secure Explore the social engineering techniques attackers use to compromise systems Who this book is for This ethical hacking book is for security professionals site admins developers auditors security officers analysts security consultants and network engineers Basic networking knowledge Network and at least two years of experience working within the InfoSec domain are expected   BPB COMPUTER COURSE-WIN 10/OFFICE 2016 Prof.Satish Jain/Shashi Singh/M.Geetha,2018-06-02 Satish Jain has obtained BSc Degree from Agra University in First Division and is a gold medal winner He obtained B E Electronics degree from Indian Institute of Science Bangalore I I Sc with distinction He joined Air Force as Signals Officer and held different technical appointments during 21 years of service career He was specially selected by the IAF to undergo Master of Engineering course in Aerospace Science at the I I Sc Bangalore and M Teach

course in Computer Engineering at Indian Institute of Technology Kanpur   Professional Team Foundation Server 2013 Steven St. Jean,Damian Brady,Ed Blankenship,Martin Woodward,Grant Holliday,2014-05-19 Team Foundation Server is now for everyone Team Foundation Server is an integral part of Microsoft s Application Lifecycle Management suite for managing and delivering software projects The 2013 update has opened up TFS for everyone by expanding capabilities to support iOS MacOS Android and Java development Professional Team Foundation Server 2013 covers the latest updates for Agile Project Management Test Case Management Release Management and shows new users the TFS workflow for managing and delivering products The authors leverage their positions as MVP Microsoft insiders to guide you step by step through all things TFS as well as help prepare you for the Team Foundation Server Certification Exam Provides a broad overview of Team Foundation Server for developers software project managers testers business analysts and others wanting to learn how to use TFS Gives TFS administrators the tools they need to efficiently monitor and manage the TFS environment Covers core TFS functions including project management work item tracking version control test case management build automation reporting Explains extensibility options and how to write extensions for TFS Helps certification candidates prepare for the Microsoft Team Foundation Server 2013 certification exam Professional Team Foundation Server 2013 is the ultimate guide to mastering this invaluable developer s tool   **Microsoft Project Server 2013 for Enterprise Project Management** James Bulmer,2013-09-04 Microsoft Project Server 2013 for Enterprise Project Management was written for people who are responsible for developing and maintaining projects and programs using Microsoft Project Professional 2013 connected to Project Server 2013 The book clearly identifies the Project Server administrative options that control the actions that project managers can and cannot take when using Project Server 2013 The new and powerful SharePoint Task Lists functionality that is now part of Project Web App is covered in depth It also presents the capabilities of Project Server s Project and Portfolio Management PPM capability from the viewpoint of a project manager   **Planning, Deploying and Managing Microsoft Project Server 2013** Roland Perreaux,2016-03-23 The goal of this training book is to provide students with the knowledge and skills necessary to effectively plan deploy and administer Microsoft Project Server 2013 TARGET AUDIENCE This course is intended for Administrators Systems Engineers PMO Managers Project Managers Consultants and other people responsible for the deployment and management of a Microsoft Project and Portfolio Management PPM Solution using Project Server 2013 COURSE OUTLINE Module 1 Overview of Project Server 2013 Module 2 Installing and Configuring Prerequisites Module 3 Deploying and Configuring SharePoint 2013 Module 4 Configuring Project Server Clients Module 5 Configuring Project Server Module 6 Managing Project Server Security Module 7 Configuring Enterprise Data Settings Module 8 Configuring Business Intelligence Center Module 9 Customizing Project Sites Module 10 Project Server Administration AT COMPLETION After completing this course students will be able to Plan a Microsoft PPM deployment Configure SQL Server for SharePoint Project Server 2013 Deploy SharePoint and Project Server 2013 Install and configure

Project Server client software Create enterprise custom fields Configure and manage views and security Configure and manage time and task management settings Customize project sites Import projects and resources Work with Project Server Administration Tools Backup and Restore Project Server 2013 PREREQUISITES You should have a working knowledge of the following Microsoft Windows Server 20xx networking Microsoft Project Professional Basic project management concepts

Managing Projects Using Microsoft Project 2013 Gus Cicala,2013-10-18 This training and reference guide will provide an overview of Microsoft Project 2013 from a project manager s perspective Project Assistants has been providing Project Management Theory and Microsoft Project training material for our training courses since the release of Microsoft Project version 3 1993 Prior to the release of Microsoft Project 2013 we were surprised to find that there were no hands on training manuals available for Microsoft Project 2010 that also covered the enterprise features used in Microsoft Project Professional and Project Web Application This guide has been created to serve as that comprehensive reference and training guide assembling content and best practices honed over many years of Microsoft Project and general project management training Many training guides on technology are primarily manuals on features and functions of the software The goal of this book is to show why those features and functions are important from a project management standpoint based on PMI s Project Management Body of Knowledge PMBOK and then demonstrate how to effectively leverage that value When used cover to cover this text serves as a comprehensive guide to running a project from initiation to closeout with guides along the way for how to use Microsoft Project The information in this book was selected based on our 20 years of project management and Microsoft Project consulting experience and covers Microsoft Project 2013 Standard Microsoft Project 2013 Professional Microsoft Project Server 2013 Microsoft Project Web Application 2013 PWA and Microsoft Project Online 2013 for Office 365

Project Server 2013 Jeff Jacobson-Swartfager,2013-12-01 **Managing Projects with Microsoft Project Server 2013 and Project Online** Dale Howard,Tony Zink,2015-05-15 Using Microsoft Project Server 2013 and Project Online to manage enterprise projects **Project Management Using Microsoft Project 2013** Gus Cicala,2013-08-27 This training and reference guide will provide an overview of Microsoft Project 2013 from a project manager s perspective It is also an excellent preparation guide for Microsoft Exam 74 343 Managing Projects with Microsoft Project 2013 Project Assistants has been providing Project Management Theory and Microsoft Project training material for our training courses since the release of Microsoft Project version 3 1993 Prior to the release of Microsoft Project 2013 we were surprised to find that there were no hands on training manuals available for Microsoft Project 2010 that also covered the enterprise features used in Microsoft Project Professional and Project Web Application This guide has been created to serve as that comprehensive reference and training guide assembling content and best practices honed over many years of Microsoft Project and general project management training Many training guides on technology are primarily manuals on features and functions of the software The goal of this book is to show why those features and functions are important from a project management standpoint based

on PMI s Project Management Body of Knowledge PMBOK and then demonstrate how to effectively leverage that value When used cover to cover this text serves as a comprehensive guide to running a project from initiation to closeout with guides along the way for how to use Microsoft Project The information in this book was selected based on our 20 years of project management and Microsoft Project consulting experience and covers Microsoft Project 2013 Standard Microsoft Project 2013 Professional Microsoft Project Server 2013 Microsoft Project Web Application 2013 PWA and Microsoft Project Online 2013 for Office 365 **The Ultimate Application Administrator's Guide for Office 365 PPM** Nate Auchter,Dale Howard,2015-04-01 This book contains everything you need to know to create and maintain an effective Microsoft Office 365 PPM environment This book has been written with a very practical approach to maintaining your environment and provides a step by step approach to ensuring that the environment is configured to support the requirements of your organization s PMO User Community The sequence of the book follows the process for creating a new Office365 PPM tenant ensuring each configuration step is completed in the right order so that you get it right the first time **Microsoft SQL Server 2016: A Beginner's Guide, Sixth Edition** Dusan Petkovic,2016-10-14 Up to date Microsoft SQL Server 2016 skills made easy Get up and running on Microsoft SQL Server 2016 in no time with help from this thoroughly revised practical resource The book offers thorough coverage of SQL management and development and features full details on the newest business intelligence reporting and security features Filled with new real world examples and hands on exercises Microsoft SQL Server 2016 A Beginner s Guide Sixth Edition starts by explaining fundamental relational database system concepts From there you will learn how to write Transact SQL statements execute simple and complex database queries handle system administration and security and use the powerful analysis and BI tools XML spatial data and full text search are also covered in this step by step tutorial Revised from the ground up to cover the latest version of SQL Server Ideal both as a self study guide and a classroom textbook Written by a prominent professor and best selling author *Windows Server 2012 Hyper-V Installation and Configuration Guide* Aidan Finn,Patrick Lownds,Michel Luescher,Damian Flynn,2013-03-25 Go to guide for using Microsoft s updated Hyper V as a virtualization solution Windows Server 2012 Hyper V offers greater scalability new components and more options than ever before for large enterprise systems and small medium businesses Windows Server 2012 Hyper V Installation and Configuration Guide is the place to start learning about this new cloud operating system You ll get up to speed on the architecture basic deployment and upgrading creating virtual workloads designing and implementing advanced network architectures creating multitenant clouds backup disaster recovery and more The international team of expert authors offers deep technical detail as well as hands on exercises and plenty of real world scenarios so you thoroughly understand all features and how best to use them Explains how to deploy use manage and maintain the Windows Server 2012 Hyper V virtualization solutions in large enterprises and small to medium businesses Provides deep technical detail and plenty of exercises showing you how to work with Hyper V in real world settings Shows you how to quickly configure Hyper V

from the GUI and use PowerShell to script and automate common tasks Covers deploying Hyper V hosts managing virtual machines network fabrics cloud computing and using file servers Also explores virtual SAN storage creating guest clusters backup and disaster recovery using Hyper V for Virtual Desktop Infrastructure VDI and other topics Help make your Hyper V virtualization solution a success with Windows Server 2012 Hyper V Installation and Configuration Guide

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Microsoft Project Server 2013 Administrators Guide Introduction

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