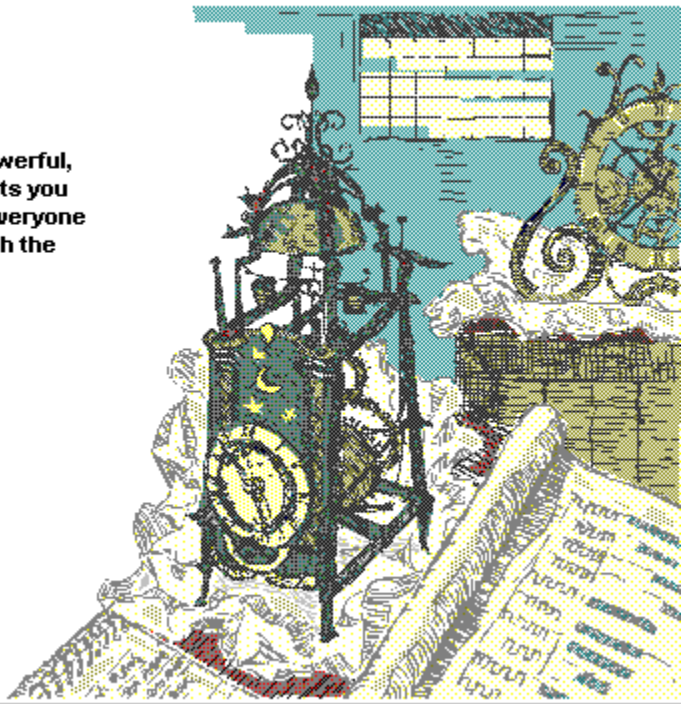
Quick Preview

In the next few minutes...

you'll preview Microsoft Project, an easy, powerful, and flexible project management tool that puts you in control of your projects, helps you keep everyone informed and involved, and is compatible with the way you work today.



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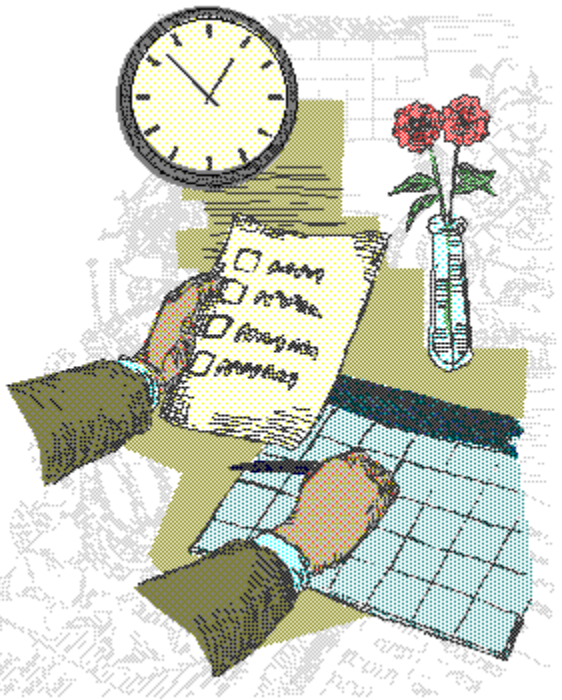
Quick Preview

With Microsoft Project it's easy to:

Control simple or complex projects by scheduling and tracking all your activities so you can stay on top of their progress.

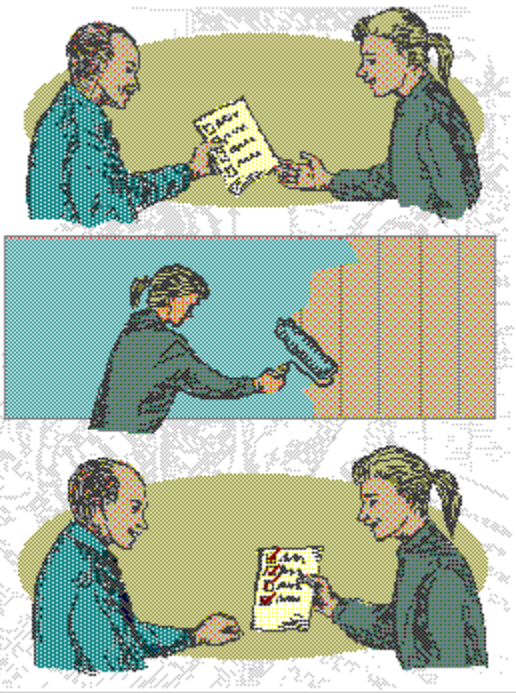


Quick Preview

With Microsoft Project it's easy to:

Control simple or complex projects by scheduling and tracking all your activities so you can stay on top of their progress.

Communicate schedule information, delegate tasks, get status updates, and report project details so others can be informed and involved.



Quick Preview

With Microsoft Project it's easy to:

Control simple or complex projects by scheduling and tracking all your activities so you can stay on top of their progress.

Communicate schedule information, delegate tasks, get status updates, and report project details so others can be informed and involved.

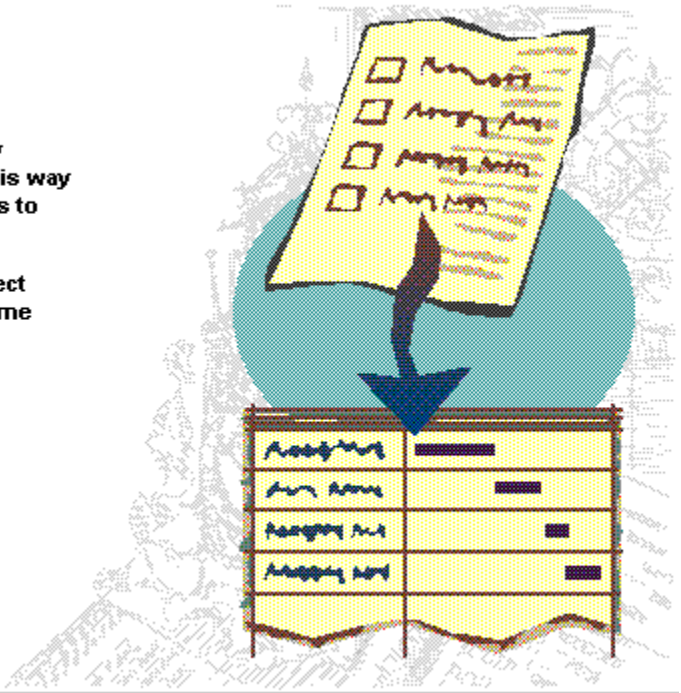
Interact with Microsoft Office and other programs so you can quickly fit project planning into your existing work pattern.

Quick Preview

Set up your plan quickly

Set up your initial plan in Microsoft Project by establishing and organizing your task list. This way you can easily verify details and overall status to keep your project under control at all times.

With information you provide, Microsoft Project optimizes your schedule and sets realistic time frames for completing your tasks.

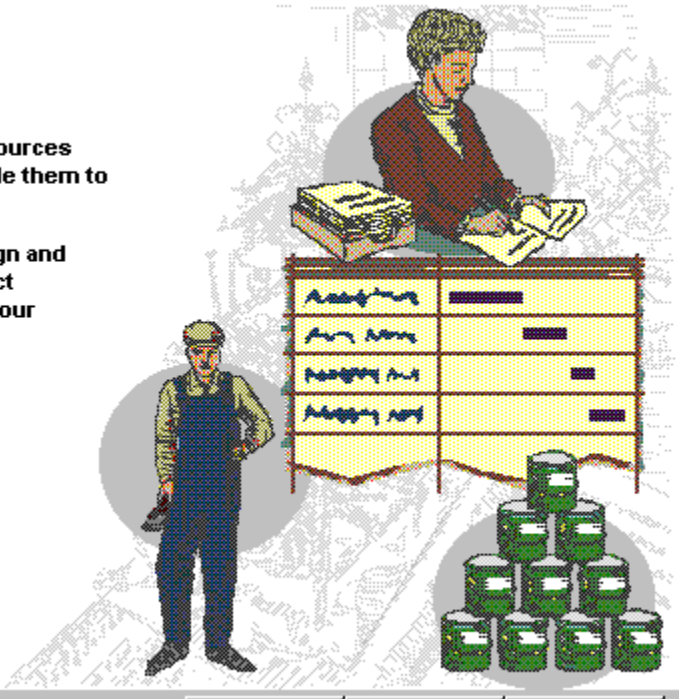


Quick Preview

Manage who does the work

You can maintain information about your resources (such as people and equipment) and schedule them to work on your tasks.

Based on the number of resources you assign and their available working time, Microsoft Project calculates how long it will take to complete your tasks.

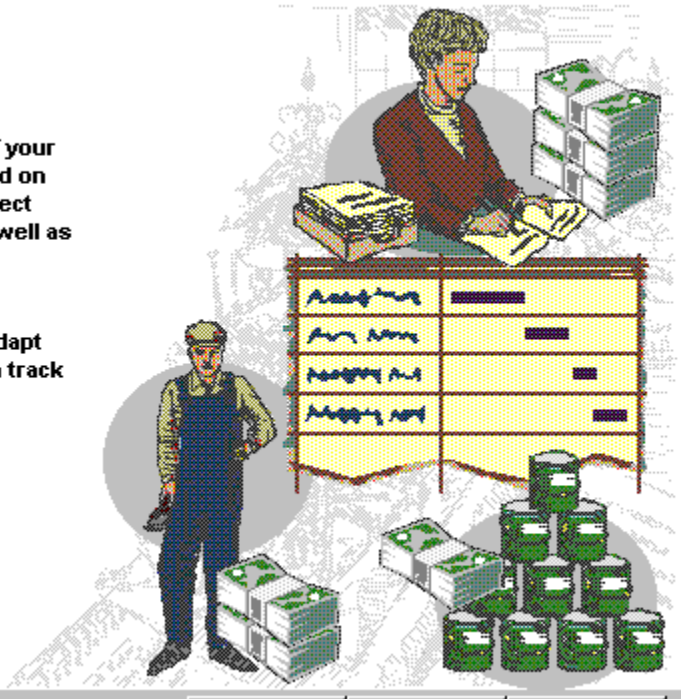


Quick Preview

Keep control of your budget

With Microsoft Project, you can keep track of your project's budget and all costs involved. Based on pay rates and one-time costs, Microsoft Project calculates cost totals for individual tasks as well as your entire project.

Because Microsoft Project reflects task and resource costs accurately, you can quickly adapt your plan to changes to keep your project on track and within budget.



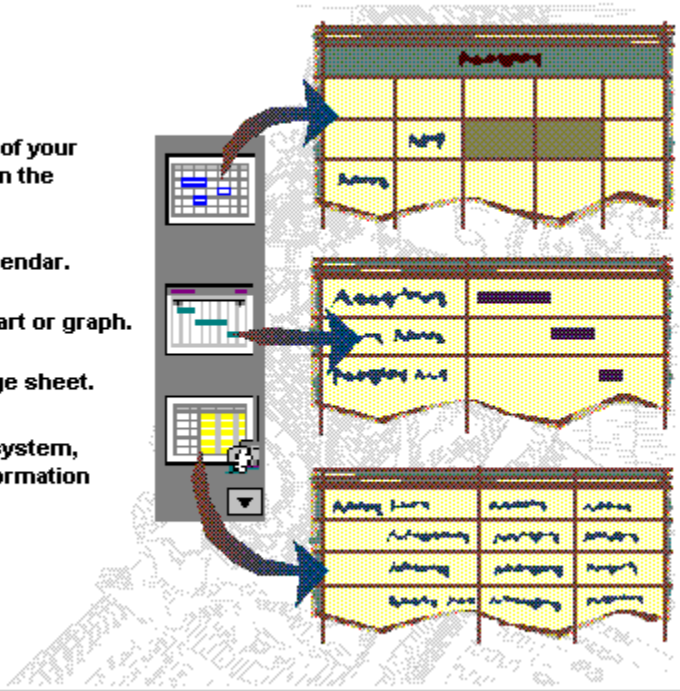
Quick Preview

Quick access to the right information

For ease of use, you can work with subsets of your schedule information in a variety of views. On the View Bar, you can choose a specific view to:

- ✔ Enter or edit information in a sheet or calendar.
- ✔ Get an overview of your schedule in a chart or graph.
- ✔ Track task and resource details in a usage sheet.

And with Microsoft Project's quick filtering system, you can instantly focus your attention on information that interests you.



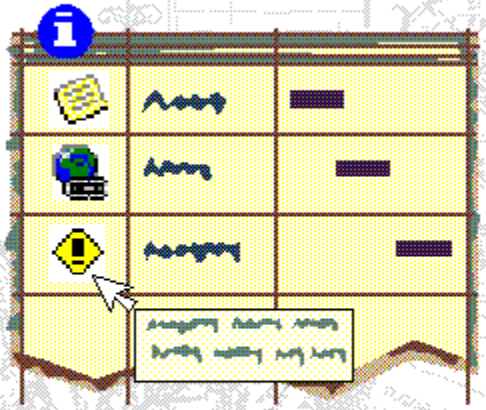
Quick Preview

Get a clue about underlying issues

In some views, indicator icons, displayed with your tasks or resources, notify you about:

- ✔ Issues such as scheduling problems or specific due dates.
- ✔ Additional information such as notes you've entered or related web sites.

Positioning your mouse pointer over the icons in the Indicators column displays the information they represent.

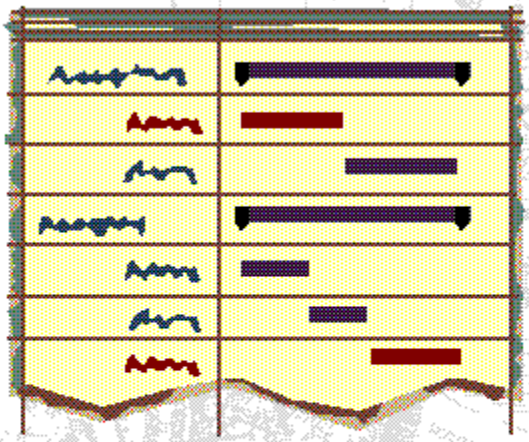


Quick Preview

Your plan displayed the way you want it

To highlight information, you can change the appearance of tasks, columns, or graph bars. For example, you can customize the display of specific Gantt bars, task rows, or resource rows to make them stand out.

For more effective presentations, you can enhance your project with graphics from other programs. For example, you may want to add a company logo or an elaborate Microsoft Excel chart to your project.

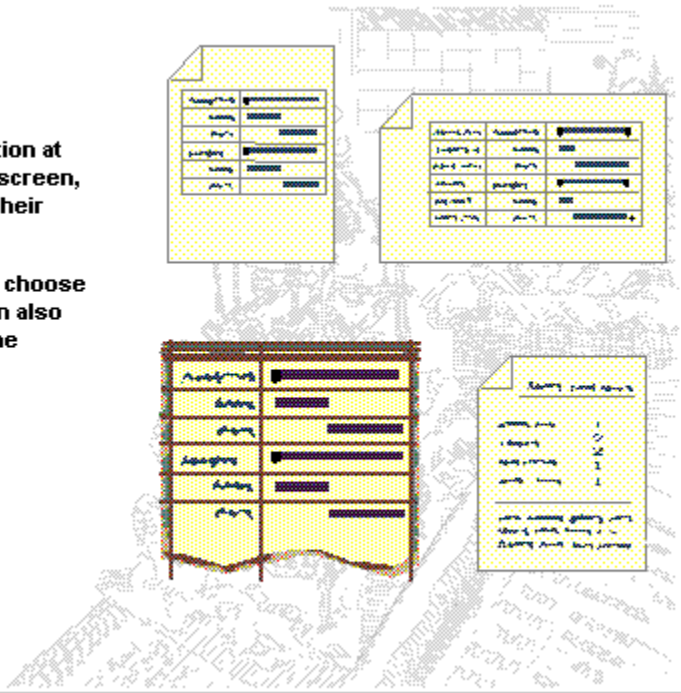


Quick Preview

Reporting and printing made easy

You can print your task or resource information at any time. To present exactly what's on your screen, you can print most views directly and scale their content to fit your page.

If you want to print a specific report, you can choose from a variety of predefined formats. You can also customize any of these formats to include the details you want.

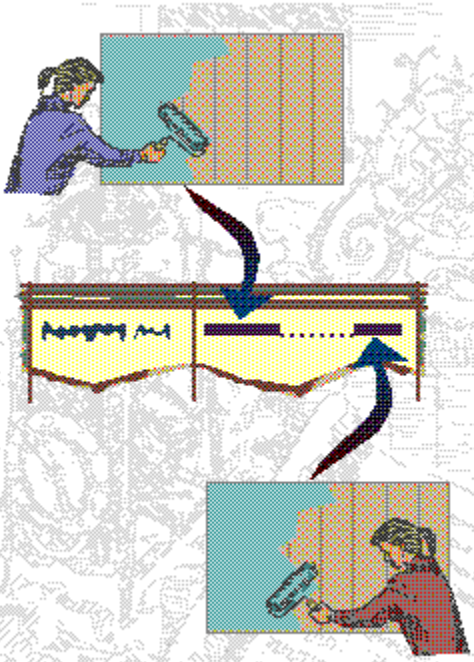


Quick Preview

Effective schedule maintenance

Microsoft Project helps you evaluate and adjust your schedule to ensure that it matches reality as closely as possible. With a more accurate schedule, you can foresee and prevent numerous problems, such as uneven task distribution, overallocated resources, or overspending your budget.

If you communicate with your resources and get regular status reports, you can quickly verify progress and make the necessary schedule adjustments. For example, when work on a task is unexpectedly interrupted, you can split the task and continue portions of it at a more suitable time.

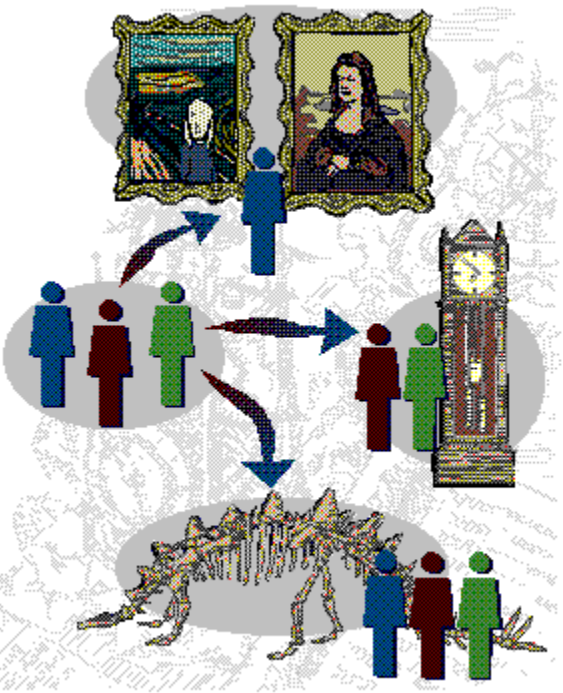


Quick Preview

Robust multiple project management

If you track more than one project or need to see the overall picture of all ongoing projects at your company, you can consolidate numerous projects into one project file. You can use a consolidated project to view cross-project dependencies, deliver multiproject reports, and manage resources across projects.

When consolidating projects, you can quickly see the effects of changes at a project level. Or, you can drill down for details on any project's task level, just like you would in a single project file.



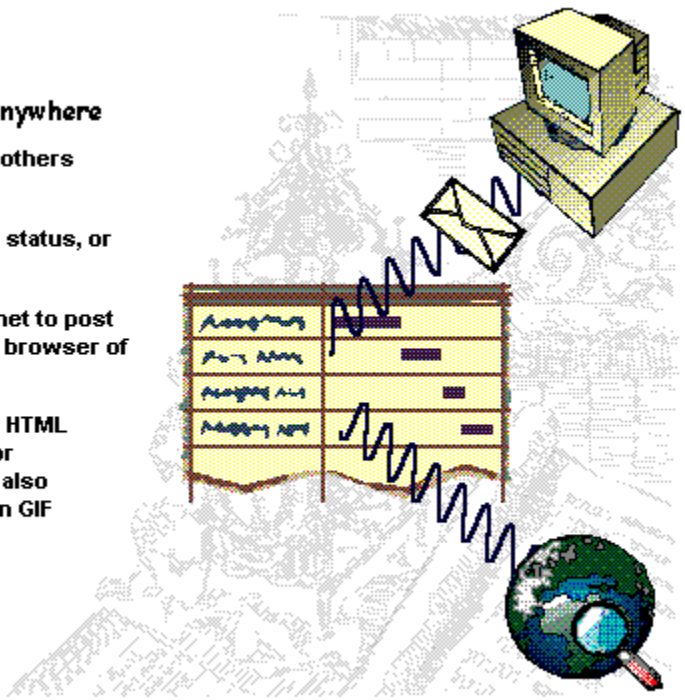
Quick Preview

Coordinate your project with anyone anywhere

You can share your project information with others directly from Microsoft Project using:

- ✔ **An e-mail system for interchanging task, status, or project information.**
- ✔ **The World Wide Web or a corporate intranet to post or download project information, using a browser of your choice.**

You can distribute information on the Web in HTML format and provide easy access to Internet or intranet sites with hyperlink jumps. You can also publish Gantt Chart information on the Web in GIF format.

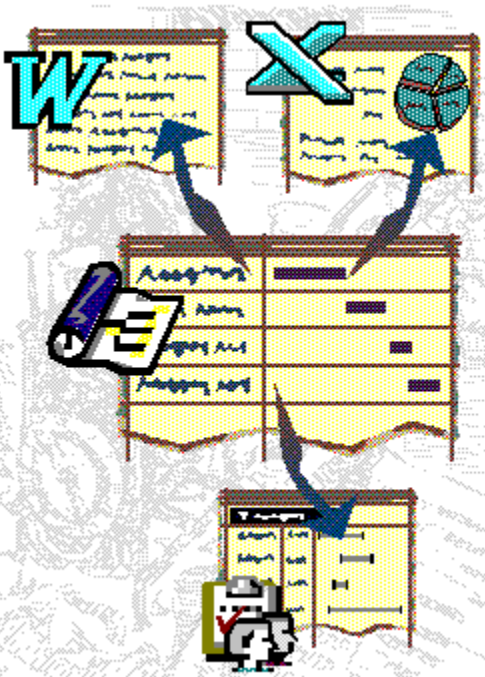


Quick Preview

Working with Microsoft Office programs

Microsoft Project works easily with Microsoft Office 97, so you can effortlessly fit project scheduling into the way you work today. As some features, such as toolbars and the Office Assistant, are shared between programs, you can get up to speed quickly with Microsoft Project.

Microsoft Project also includes Microsoft Visual Basic for Applications, as well as the same macro editor as used in Microsoft Office 97.



Quick Preview

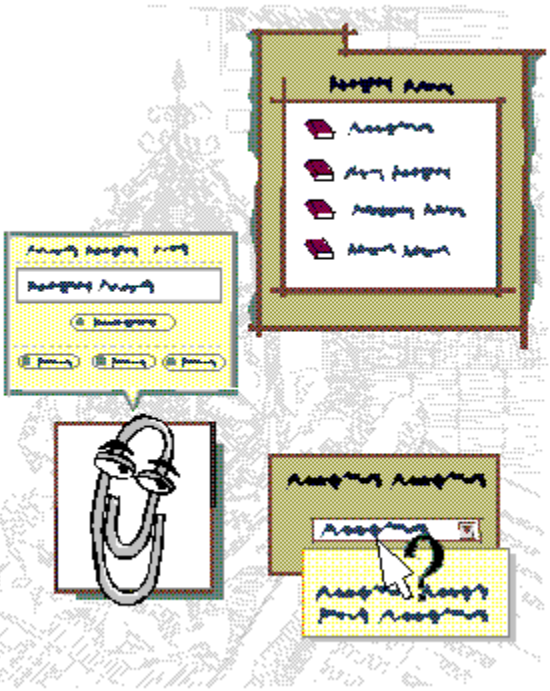
Assistance while you work

The Office Assistant readily provides answers to your questions and gives helpful hints while you work.

Browse the Contents and Index to find online information the traditional way.

Use ScreenTips for hints and tips about screen elements, such as menu commands, dialog box options, or toolbar buttons.

With Microsoft on the Web, you can connect to technical resources and other Microsoft Project related information on the Microsoft web site.



Quick Preview

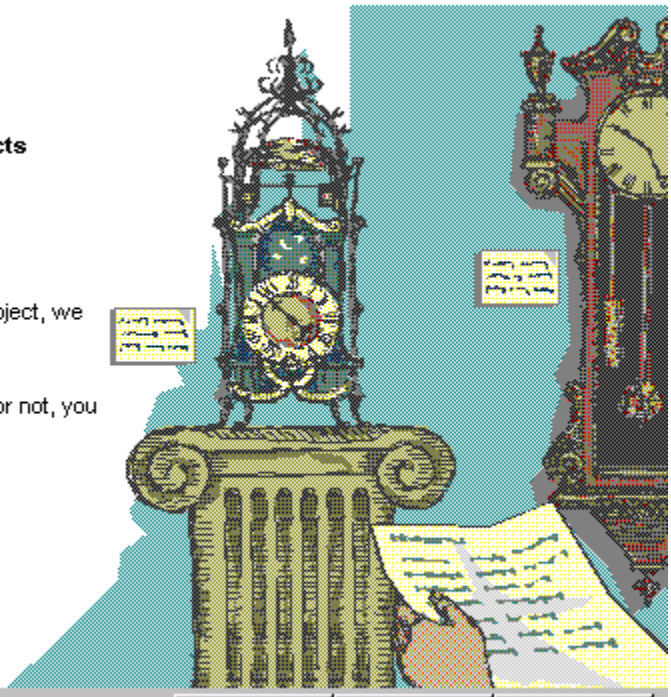
You've completed the Quick Preview...

and you're ready to take control of your projects using Microsoft Project's powerful features.

What do you want to do next?

- **Learn While You Work**
  If this is the first time you've used Microsoft Project, we recommend you continue with this tutorial.
- **Navigate with a Map**
  Whether you're familiar with Microsoft Project or not, you may find this basic orientation helpful.
- **Watch the Quick Preview again**

To start working on your own, click Exit.



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