

College



University of Bahrain College of Information Technology Department of Information Systems
MS Excel Exercises



Exercise 1

Objectives:

- Introduction to MS Excel files, Workbooks, Worksheets, Columns and Rows.
- Formatting Worksheets.
- AutoFill, Numeric formats, previewing worksheets.

	A	B	C	D	E	F	G
1	Payroll						
2	Date:	1/1/2011					
3	EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S-S Tax	Net Pay
4	E000001	Ford	7.5	35	?	?	?
5	E000002	Mino	8	30	?	?	?
6	?	Bell	6.5	25	?	?	?
7	?	Davis	9	40	?	?	?
8	?	Turno	10	30	?	?	?

1. Open a new workbook and save the file with the name "Payroll".
2. Enter the labels and values in the exact cells locations as desired.
3. Use AutoFill to put the Employee Numbers into cells A6:A8.
4. Set the columns width and rows height appropriately.
5. Set labels alignment appropriately.
6. Use wrap text and merge cells as desired.
7. Apply borders, gridlines and shading to the table as desired.
8. Format cell B2 to Short Date format.
9. Format cells E4:G8 to include dollar sign with two decimal places.

Microsoft Project Practical Exercises

Chao Zhang



Microsoft Project Practical Exercises:

Working Smarter with Microsoft Project Staci Warne, 2024-11-29 Transform your project outcomes using practical project management techniques and expert tips with this exhaustive guide Key Features Take charge of your projects with optimized planning for schedules resources and costs Make smart decisions through data driven insights and real time progress tracking Leverage AI driven insights with Microsoft Project to streamline tasks and improve decision making for better results Purchase of the print or Kindle book includes a free PDF eBook Book Description Project management is filled with various challenges such as managing unforeseen risks balancing priorities and shifting project scopes which can lead to inefficiencies This definitive guide leverages the author s 25 years of industry experience to take you on a hands on journey to unlock your full potential with Microsoft Project This book helps you grasp the fundamental aspects of project creation before moving on to more advanced topics covering tracking maintenance and collaborative aspects for any project You ll find out how to track progress optimize schedules manage budgets and customize reports based on business requirements by using easy to follow instructions and illustrations The book taps into the author s extensive experience as a Microsoft Certified Trainer MCT and Project Management Professional PMP to provide you with invaluable insights into managing resource overallocations mastering advanced resource management techniques and seamlessly integrating Microsoft Project with other tools to boost productivity and achieve success with your projects By the end of this Microsoft Project book you ll be able to create professional project plans execute projects with confidence and consistently achieve your desired outcomes What you will learn Discover best practices for structuring projects and tasks efficiently Utilize techniques to build accurate schedules and resource plans Uncover efficient ways to track progress and make data driven decisions Implement various strategies to optimize your resource usage and costs Execute different methods for evaluating projects and managing risks Perform customized reporting for enhanced insights and decision making Integrate Microsoft Project with AI powered and other collaboration tools to enhance productivity and streamline teamwork Who this book is for This book is for project managers coordinators IT professionals business analysts entrepreneurs trainers instructors and students who want to plan and manage projects efficiently using Microsoft Project It s also ideal for trainers and project managers looking to train others in how to use Microsoft Project Basic familiarity with project management concepts will be helpful but it s not a prerequisite

Microsoft Project 2013 Step by Step Carl Chatfield, Timothy Johnson, 2013-03-15 Experience learning made easy and quickly teach yourself how to manage the complete project life cycle with Project 2013 With Step by Step you set the pace building and practicing the skills you need just when you need them Work with Project 2013 on your PC or touch enabled device Build and fine tune your project plan Schedule tasks and milestones and assign resources Track progress and costs and manage variances Troubleshoot delays and budget overruns Customize Gantt chart views tables and calendars Learn project management best practices

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 **Microsoft Project for Windows 95 Step by Step** Catapult, Inc,1995 Project management software can really revolutionize the way a business works for those who know how to take advantage of all the features This in depth book provides a procedural personal training system for those who want to get up and running on Project for Windows 95 as easily and as quickly as possible Practice files are included on disk **Microsoft Project 2016 B. A. S. I. C. S.** Yolanda Reed,2017-09-30 There s a better way to learn the world s premier scheduling solution Whether you re managing a construction project deploying new software or launching a start up this learn by doing guide will help you build a reliable schedule in a few basic steps Learn from a Microsoft Certified Professional with 20 years of project management experience and over 10 years of teaching experience You ll learn to initialize a project create a task based schedule manage resources and assignments track and analyze a project and communicate project information You ll also learn key skills measured by Microsoft Project Exam 74 343 This book includes over 100 images practice exercises and a companion website mspsbasics.com to check your answers This book can also be used as a workbook for the 6 hour Microsoft Project 2016 B A S I C S and Beyond course now streaming on Vimeo **Microsoft Project 2000 Step by Step Courseware Expert Skills Class Pack** Carl S. Chatfield,Timothy Johnson,Rebecca Chatfield,Carl Chatfield,2000-11-29 This exclusive travel guide guides the visitor through the most incredible activities to be found in Shanghai savour the food of world class chefs in Asia s most romantic two seater salon eat at the best holes in the walls and discover local street food haunts find the best tailors and quality cashmere satins and brocades by the yard expert *Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition* Paul E. Harris,2007 Aimed at Project Management Professionals who understand the PMBOK registered Guide Third Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK registered environment this user guide and training manual helps them discover how to gain the most from the software **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 software may be effectively used to assist in managing a project Paul Harris manual unlocks the power and versatility of Microsoft r Project with a logical presentation of the tool in the context of a PRINCE2 project scenario Microsoft Project 2019 Step by Step Cindy M. Lewis,Carl Chatfield,Timothy Johnson,2019-04-23 The quick way to learn Microsoft Project 2019 This is learning made easy Get more done quickly with Microsoft Project 2019 Jump in wherever you need answers brisk lessons and informative screenshots show you exactly what to do step by step Other Project users will want to grab this book as well Quickly start new plans build task lists and assign resources View resource capacity and track progress Capture and fine tune work and cost details

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Practical Project Management with Microsoft Project Bonnie Biafore,2021-02-20 **Microsoft Project Bible** Jason Taylor,2024-12-21 Explore the world of project management with Microsoft Project Bible an essential guide tailored for both newcomers and experienced professionals This book provides a thorough exploration of Microsoft Project equipping you with the skills necessary to manage projects efficiently from inception to completion Overview In today's fast paced business environment effective project management is crucial for success This book serves as your comprehensive roadmap guiding you through essential strategies tools and techniques that Microsoft Project offers Whether you're looking to refine your skills or start from scratch this guide is structured to meet your needs Key Features Comprehensive Introduction Begin with foundational principles of project management and understand how Microsoft Project can streamline your processes Learn about key terminology and concepts that are vital for effective project planning Navigating Microsoft Project Familiarize yourself with the user friendly interface features and functionalities of Microsoft Project Discover shortcuts and tips to enhance your efficiency and productivity Mastering Gantt Charts Gantt charts are vital for visualizing project timelines and dependencies This book provides a step by step approach to creating and customizing Gantt charts allowing you to track progress and adjust plans as needed Resource Management Strategies Learn how to effectively manage resources allocate tasks and balance workloads Understand the importance of resource leveling and how to optimize team performance for successful project execution Advanced Project Management Techniques Move beyond the basics with advanced strategies such as critical path analysis risk management and performance metrics Gain insights into how to tackle complex projects and ensure they stay on track Collaboration and Communication Explore features that facilitate collaboration within Microsoft Project Learn how to share plans communicate effectively with team members and utilize cloud capabilities for real time updates and teamwork Integration with Office 365 Discover how to integrate Microsoft Project with other Office 365 applications like Excel Teams and SharePoint This integration enhances your project management capabilities and fosters a

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Project Management Ted Klastorin,Gary Mitchell,2020-08-13 As the number and size of projects continue to increase there is a growing demand for effective project managers Project Management A Risk Management Approach prepares students to successfully navigate the many challenges factors and situations that project managers face Authors Ted Klastorin and Gary Mitchell emphasize the importance of mitigating risk at every stage helping students avoid common pitfalls that lead to project failures compromised schedules or incurred costs Real world examples cases solved problems and practice problems help bring methodologies to life Readers will be equipped with the tools they need to plan schedule and monitor even the most complex projects in a variety of market sectors Included with this title The password protected Instructor Resource Site formally known as SAGE Edge offers access to all text specific resources including a test bank and editable chapter specific PowerPoint slides

Microsoft Project B.A.S.I.C.S. Jerry Reed,Yolanda Reed,2023-07-11 There s a better way to learn Microsoft Project Whether you re managing a construction project planning an event managing a clinical trial or deploying new software this practical learn by doing manual will help you master Microsoft Project and build reliable schedules in six basic steps B A S I C S our 6 step scheduling process will bring you from a beginner to an intermediate advance scheduler Learn from a Microsoft Certified Professional and PMI Authorized instructor with over 25 years of project management experience YOU LL LEARN to build and execute traditional and Agile schedules that you and your team can rely on You ll be able to break down any project into manageable parts create a schedule outline create and use task dependencies initialize a project create and manage resources manage calendars analyze and track schedules and costs use and explain Earned Value Management use the Critical Path to get projects done faster communicate project information using engaging status reports and correctly close projects for future reference You ll also learn to use Project for the Web Microsoft s newest cloud based project management app To reinforce learning this book includes practice exercises a companion website to check your answers mspbasics.com bonus video tutorials with work along demos and 4 months access to the Microsoft Project B A S I C S On Demand course

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Teach Yourself Microsoft Project 2000 Vickie L. Quinn, 2000-04-03 This step by step tutorial gives you the information and visuals you need to quickly master Microsoft's powerful scheduling software You'll come down with a textbook case of learning when you cover everything from starting a project to creating macros that automate project management Find your own solutions to your project planning problems with this proven self teaching method

Project Planning and Control Using Primavera P6 for All Industries Including Versions 4 to 6 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 from 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 The National Guide to Educational Credit for Training Programs American Council on Education,2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies

Unveiling the Magic of Words: A Review of "**Microsoft Project Practical Exercises**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Microsoft Project Practical Exercises**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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