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Now included with Microsoft Office, Project 2003 is the world's leading project management tool. With extensive help resources and printing assistance, Project 2003 enables users to organize and track tasks and resources efficiently to keep projects on time and within budget.If you want to realize the immense potential of Microsoft Project 2003 and harness the many features and functionality of this powerful tool, you need *Project 2003 Personal Trainer*. It includes everything you want to know about Project 2003--and then plenty more. It's the most complete and engaging tutorial available for Microsoft Project.As part of O'Reilly's new Personal Trainer Series, this book is based on content from CustomGuide (www.customguide.com), a leading provider of computer training materials that fly in the face of traditional, dry course materials that bore users to tears. CustomGuide is dedicated to delivering courseware, quick references, software bulletins, and e-learning courses that are fun, flexible, and easy to use.And this book is no exception to their rule. *Project 2003 Personal Trainer* lets you, whatever your technical expertise (or lack thereof), learn exactly what you need to know--at your own pace. Unlike many consumer software tutorials that dumb down (and dull up) the material or make it exceptionally technical and confusing, this book is written in a style that you'll find entertaining, easy to follow, and most of all, clear and informative.Beginning with the fundamentals of planning and managing a project with Microsoft Project 2003, the book then includes sections on:

- working with the task list
- managing costs, timelines, and available resources
- using the project database
- viewing and updating a project
- tracking progress
- creating reports
- handling multiple projects

The fully illustrated *Project 2003 Personal Trainer* features dozens of time-saving, task-oriented lessons, includes detailed diagrams, and comes with a fully interactive CD tutorial to guide your learning--everything you need to become a Project pro.

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