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Project 2000

Quick Reference Guide

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Project Basics and Workflow

A project is a group of coordinated tasks that have a common goal. The chart below gives an overview of the stages involved in creating and managing a project.

Create the Project File

Creating a project file requires dividing the project into clearly defined tasks (see Creating Tasks, page 3), then assigning resources to complete those tasks (see Assigning Resources to Tasks, page 4).

To create a project file: choose **File** [illegible]. In the New dialog box, click the [illegible] tab, then double-click [illegible] Project. In the Project Information dialog box, click OK to accept the default settings (the project will start on the current date).

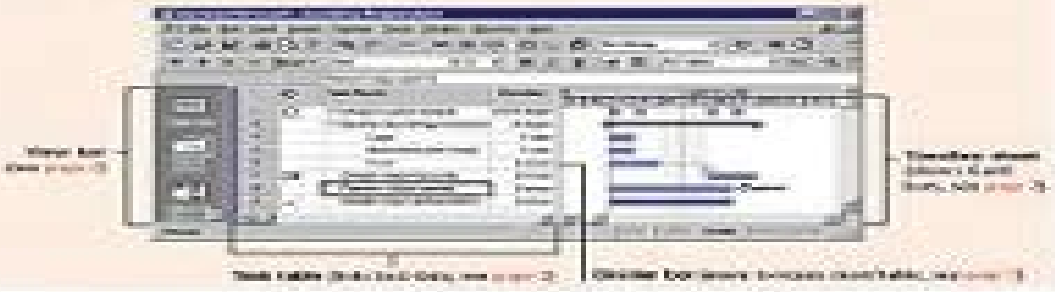
Manage the Project

Managing a project requires you to update task status and resource assignments (see Maintaining and Monitoring Projects, page 6), analyze the project's progress using different views (see The New Bar, page 2), and track actual progress against your original baseline plan (see Maintaining and Monitoring Projects, page 6).

Print Reports and Views

Printing reports helps keep team members up to date on important project information. Project provides reports that summarize specific types of information, such as cost reports that identify budget concerns, or activity reports that indicate task progress (see Printing Reports and Views, page 2).

The Default Project Screen — Gantt Chart View (see page 2)



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Project 2000 Quick Reference Guide

AN Whitehead

Project 2000 Quick Reference Guide:

Project 2000 Quick Reference Guide Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Project 2000 Quick Reference Guide**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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