



## Your Office: Getting Started with Project Management Using Microsoft Project 2016 (Paperback)

By Amy S. Kinser, Kristyn A. Jacobson

Pearson Education (US), United States, 2017. Paperback. Condition: New. Language: English . Brand New Book. This two-workshop book provides an overview of key project management topics and skills, using Microsoft Project 2013 to give students hands-on learning. Real world problem solving for business and beyond The Your Office series prepares students to use both technical and soft skills in the real world. Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office (R) as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students ability to apply concepts and skills beyond a single chapter. Note: You are purchasing a...



**READ ONLINE**  
[ 6.49 MB ]

### Reviews

*The publication is easy in read through safer to comprehend. It is actually loaded with wisdom and knowledge Its been printed in an extremely simple way and is particularly simply right after i finished reading through this pdf where actually modified me, affect the way i believe.*

*-- Ms. Clementina Cole V*

*This is the very best publication i have got read until now. It is definitely simplified but shocks within the fifty percent of the pdf. You may like how the article writer create this pdf.*

*-- Rosario Durgan*

## See Also



### [California Version of Who Am I in the Lives of Children? an Introduction to Early Childhood Education, Enhanced Pearson Etext with Loose-Leaf Version -- Access Card Package](#)

Pearson, United States, 2015. Loose-leaf. Book Condition: New. 10th. 249 x 201 mm. Language: English . Brand New Book. NOTE: Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies other than Pearson, the access codes for...



### [Who Am I in the Lives of Children? an Introduction to Early Childhood Education, Enhanced Pearson Etext with Loose-Leaf Version -- Access Card Package](#)

Pearson, United States, 2015. Book. Book Condition: New. 10th. 250 x 189 mm. Language: English . Brand New Book. NOTE: Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies other than Pearson, the access codes for...



### [Who Am I in the Lives of Children? an Introduction to Early Childhood Education with Enhanced Pearson Etext -- Access Card Package](#)

Pearson, United States, 2015. Paperback. Book Condition: New. 10th. 251 x 203 mm. Language: English . Brand New Book. NOTE: Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies other than Pearson, the access codes for...



### [Kindergarten Reading Stick Kids Workbook Stick Kids Workbooks](#)

Creative Teaching Press. Paperback. Book Condition: New. Paperback. 56 pages. Dimensions: 8.8in. x 6.4in. x 0.3in. Every day your child is acquiring skills needed for entry into the world beyond family and home. Arrival at school brings many new experiences, perhaps most importantly,...



### [You Wrong for That](#)

Time Warner Trade Publishing, United States, 2006. Paperback. Book Condition: New. Reprint. 168 x 106 mm. Language: English . Brand New Book. After leaving her cheating husband, Rhea thinks she ll be alone forever. Then, in walks Davis Hickman, an attractive, sophisticated...



### [Magnificat in D Major, Bwv 243 Study Score Latin Edition](#)

Petrucchi Library Press. Paperback. Book Condition: New. Paperback. 70 pages. Dimensions: 9.8in. x 7.2in. x 0.3in. Bach composed the first version of this piece in 1723 using the key of E-flat major for the Christmas Vespers in Leipzig which contained several Christmas texts....