

BOOK INFORMATION SHEET

**TITLE &
SUBTITLE**

**99 Tricks and Traps for Microsoft Project 365 and 2021 –
A Casual User Guide Including 2019, 2016 and 2013**

**DATE OF
PUBLICATION**

4 July 2022

**NAME OF
AUTHOR**

Paul E Harris

**FORMAT &
ISBN**

Paperback 978-1-925185-88-1
eBook 978-1-925185-89-8

DIMENSIONS

Paperback 216 x 140 x 8mm

**BOOK
STATISTICS**

138 pages, 23,000 words and
132 B&W computer screen shots.

REPLACES

978-1-925185-65-2 - Paperback
978-1-925185-66-9 - eBook

**FRONT COVER
SHORT
DESCRIPTION**

The casual user's survival guide! For users who understand the basics and want a brief text to demonstrate the less intuitive functions.

READERSHIP

The book is aimed at Project Management Professionals who are casual or new users and understand the software basics but require a short and snappy guide. It is the sort of book that may be read without a computer on the bus, train or plane.

**SHORT
DESCRIPTION
OF SUBJECT
MATTER**

This book quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules.

Suitable for people who understand the basics of Microsoft Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the Microsoft Project 365 and 2021 but may be used with earlier versions of Microsoft Project as this book points out the differences where appropriate.

**BACKGROUND
ON BOOK**

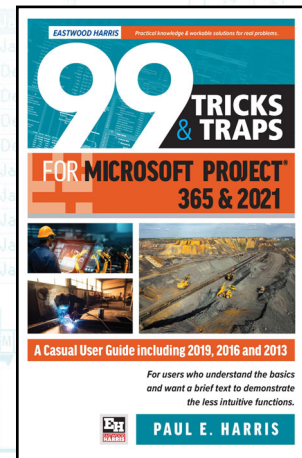
The book picks out many of the key aspects from the author's exiting books and adds a substantial amount of new and original text to produce a pocket guide that omits describing the intuitive and obvious functions and concentrates on the issues that many users get stuck on or find hard to understand.

**ABOUT THE
AUTHOR**

Paul Harris is the founder and director of Eastwood Harris Pty Ltd, a Melbourne Australia consulting firm that serves project management professionals, engineers and large organizations around the world. Eastwood Harris offers high level consulting and training on project management and controls. He is the author of dozens books on project management software and is a Certified Cost Engineer, a certified PRINCE2 Practitioner and a member of the Project Management Institute (PMI).

**AUTHOR'S
COMMENT**

Paul E Harris has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems with a strong focus on project scheduling software. He is the author of dozens of books on project management software including books on Oracle Primavera, Microsoft Project and Elecosoft (Asta) Powerproject. His Melbourne, Australia based company, Eastwood Harris Pty Ltd, offers project controls consulting and training services worldwide with a strong focus on Oracle Primavera, Microsoft Project and Elecosoft software. Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International, a PRINCE2 Registered Practitioner and a "Managing Successful Programmes" Registered Practitioner.





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BOOK REVIEWS

Jan Hanak
Director
Primaskills Pty Ltd

“Tricks and Traps” is an appropriate title for Paul’s updated book as it explains what the intent and purpose of the book. It is very important that professional planners understand how the software operates and are confident that they understand how the program the schedule information. All software planning and scheduling packages calculate differently, all have functions and defaults which are not always suitable that will cause issues for unsuspecting users. The project schedulers transitioning from other planning tools or people learning the planning trade must therefore understand how the functions and options operate so they end up with predictable and correct outcomes. This book allows people who are time short to quickly get up to speed so they understand the complexity of the software and develop their skills to be confident that their program is calculating correctly.

Jesica Paula Yabo
Senior Technical Translator
Enterprise Project Controls Pty Ltd

A must read that will educate users in those areas that no other user manual talks about. Very easy to understand and follow thanks to visual examples of the explained features.

This book reveals the unimaginable in-built traps that will trick even the more experienced users. Several settings are required to get Microsoft Project to behave in a reasonable and expected manner due to the fact that a lot of hidden functionality often change the outcome, much to the frustration of the user.

Michael Jack PMP
Independent Project Controls Consultant
Managing Director
Nietzsche Pty Ltd

Paul's latest version of Microsoft Project Tips and Tricks has added to his already substantial library of project controls manuals that novice and experts have come to rely upon over the years to take the mystery out of the sometimes very tricky options within Microsoft's ubiquitous software.

Paul's encyclopaedic knowledge of how the software really works, from a practical standpoint has allowed him to distil the most critical features into this concise guide.

The manual takes the guesswork out of using the sometime counter intuitive features and breaks them down into easy to understand steps that are able to be easily found and applied.

If you don't have a lot of time and want a quick reference guide to getting up and running in a safe and precise manner, allowing you to get the right answer the first time, then this is the book for you.