Microsoft® Office Project 2007 Step by Step

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To ensure the ongoing accuracy of this book and its companion content, we've reviewed and confirmed the errors listed below. If you find a new error, we hope you'll report it to us on our website: www.microsoftpressstore.com/contact-us/errata.

Page	Location	Description	Date corrected
	Companion content	If for any reason you are unable to install the practice files from the CD, the files can also be downloaded from the web at http://aka.ms/623057/files.	
73	Step 15	Reads: 15. Click OK to close the Change Working Time dialog box. Should read: 16. Click OK to close the Change Working Time dialog box.	10/26/2012
96	Chapter at a Glance labels	Reads: Format categories of Gantt bars with the Gantt Chart Wizard, page 102 Should read: Format categories of Gantt bars with the Gantt Chart Wizard, page 101 Reads: Create a custom formatted Gantt Chart view, page 104 Should read: Create a custom formatted Gantt Chart view, page 103	5/20/2011
130	Last paragraph	Reads: …and took a total of two days to complete. You will… Should read: …and took a total of three days to complete. You will…	10/26/2012

Page	Location	Description	Date corrected
216	Chapter at a Glance labels	Reads: Group tasks or resources and show summary or "roll-up" value per grouping, page 226 Should read: Group tasks or resources and show summary or "roll-up" value per grouping, page 222 Reads: Create your own view with the table, group and filter definitions you want, page 231 Should read: Create your own view with the table, group and filter definitions you want, page 235	5/20/2011
240	Chapter at a Glance labels	Reads: See how your output will appear across pages, page 250 Should read: See how your output will appear across pages, page 249	5/20/2011
245	Important reader aid, last sentence	Reads: For more information, see "Starting Project Professional" on page XXX. Should read: For more information, see "Starting Project Professional" on page 11.	5/20/2011
300	Screen shot	Reads: Tuesday - Scene 7 Setup - Work cell. Should read: Tuesday - Scene 7 Setup - Act. W cell.	5/20/2011
308	Chapter at a Glance label	Reads: Use the customized field to create a stoplight view that illustrates cost variance, page 328 Should read: Use the customized field to create a stoplight view that illustrates cost variance, page 325	5/20/2011
330	Chapter at a Glance label	Reads: …overtime work, page 3442 Should read: …overtime work, page 342	10/26/2012

Page	Location	Description	Date corrected
330	Chapter at a Glance labels	Reads: Reduce resource costs by reducing their assignments on tasks, page 339 Should read: Reduce resource costs by reducing their assignments on tasks, page 337 Reads: Replace resources assigned to tasks in a project plan, page 341 Should read: Replace resources assigned to tasks in a project plan, page 340 Reads: Compress the duration of tasks by assigning overtime work, page 344 Should read: Compress the duration of tasks by assigning overtime work, page 342	5/20/2011
341	Screen shot	Reads: %V. Comp. - Scene 2 teardown cell. Should read: %V. Comp. - Scene 2 Setup - Max Benson cell	5/20/2011
342	Screen shot	Reads: Variance - Scene 2 setup - Megan Sherm cell Should read: Actual - Scene 2 setup - Max Benson cell Reads: Actual - Scene 2 setup - Megan Sherm cell Should read: Remaining - Scene 2 setup - Megan Sherm cell	5/20/2011
350	Chapter at a Glance labels	Reads: Change the formatting of different types of bars in the Gantt Chart view, page 355 Should read: Change the formatting of different types of bars in the Gantt Chart view, page 352 Reads: Create new box styles in the Network Diagram view, page 360 Should read: Create new box styles in the Network Diagram view, page 358	5/20/2011

Page	Location	Description	Date corrected
366	Chapter at a Glance labels	Reads: Work with the global template and Organizer to share customized elements between project plans, page 370 Should read: Work with the global template and Organizer to share customized elements between project plans, page 368 Reads: Record a VBA macro to perform an often-repeated sequence of actions, page 374 Should read: Record a VBA macro to perform an often-repeated sequence of actions, page 373	5/20/2011
388	Chapter at a Glance labels	Reads: Set the status date and view earned value schedule indicators to evaluate past schedule performance and forecast future performance, page 392 Should read: Set the status date and view earned value schedule indicators to evaluate past schedule performance and forecast future performance, page 390 Reads: View Earned Value data charted in Excel, page 400 Should read: View Earned Value data charted in Excel, page 397	5/20/2011

Page	Location	Description	Date corrected
402	Chapter at a Glance labels	Reads: Share resources from a central resource pool across several project plans, page 409 Should read: Share resources from a central resource pool across several project plans, page 404 Reads: Change a resource's working time in one location, and see it updated across project plans, page 414 Should read: Change a resource's working time in one location, and see it updated across project plans, page 413 Reads: Create a consolidated project plan for a bird's-eye view all activities across multiple projects, page 428 Should read: Create a consolidated project plan for a bird's-eye view all activities across multiple projects, page 425 Reads: Link tasks across different project plans, page 431 Should read: Link tasks across different project plans, page 429	5/20/2011
423	Step 3	Reads: Click the Open resource pool to see assignments across all sharer plans option, and then click OK. Should read: Click the Open resource pool to see assignments across all sharer files option, and then click OK.	5/20/2011
436	Chapter at a Glance label	Reads: Build a team for a project from an enterprise resource pool, page 444 Should read: Build a team for a project from an enterprise resource pool, page 443	5/20/2011
450	Chapter at a Glance label	Reads: Use the Outlook Integration add-in to record progress on assignments from within Outlook, page 455 Should read: Use the Outlook Integration add-in to record progress on assignments from within Outlook, page 454	5/20/2011