

As you manage your projects, you often need a helping hand:

- Invaluable instructions to make you more effective.
- Concise and immediate answers to your burning questions.



Project Mentor™ Lite is compatible with the following: Microsoft® Office Project Standard 2007 and Microsoft Office Project Professional 2007, Microsoft Office Project Standard 2003 and Microsoft Office Project Professional 2003, Microsoft Project Standard 2002, Microsoft Project Professional 2002 and Microsoft Project 2000. In addition, Project Mentor Lite can be accessed from within the user interface of Microsoft Office Project 2007, 2003, 2002.

## Get more from Microsoft Office Project

To provide this helping hand, we've included two modules from our critically-acclaimed Project Mentor system to get you started using Microsoft Project correctly. Within Project Mentor Lite you'll learn how to:

- Create detailed and flexible calendars that match the way you work.
  - Define realistic resources that reflect your project staffing needs.
  - Create task outlines and schedules that accurately define the work that you will manage.
- Plus much more besides.

Project Mentor Lite:

Clear advice, assistance and support...

...to help you to manage your projects better.

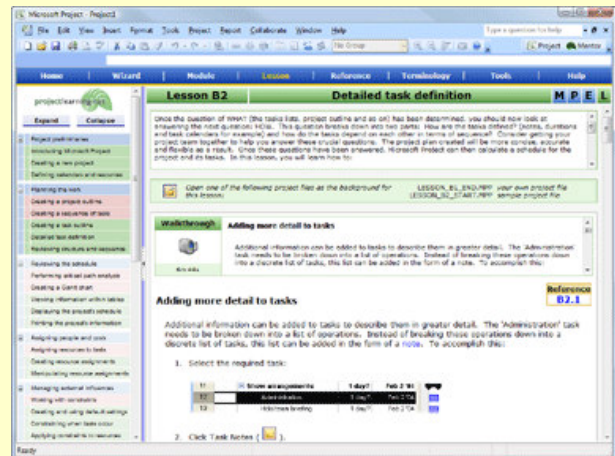
# Project Mentor™ Lite provides clear instructions, intuitive content and real-world practicality to help you get more from Microsoft® Office Project; day-by-day and week-by-week.

## Stimulating lessons teach skills and abilities

Learn invaluable skills and abilities within Project Mentor Lite's stimulating lessons. Audio / video demonstrations show you how to accomplish your project goals. Clear step-by-step instructions guide you intuitively through your learning process. A Learning Wizard is always on hand, providing guidance and advice.

Quite simply, the easiest way to learn Microsoft Project...

- A clear and concise user interface promotes confidence.
- Intuitive and flexible; learn what, how and when you want.

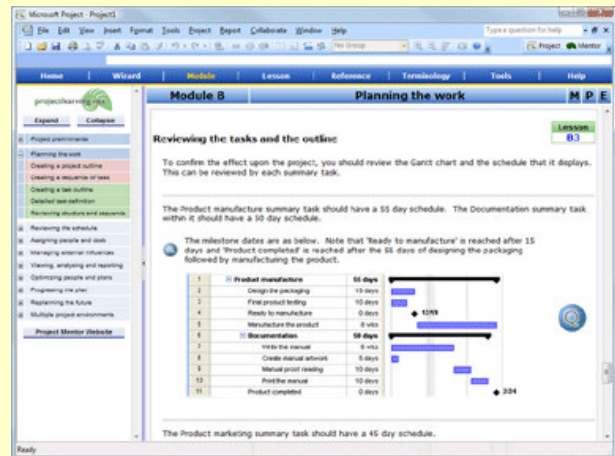


## Challenging exercises test your expertise

Use Project Mentor Lite's challenging exercises to test your skills and abilities. As you plan and manage a comprehensive theme project, you can put your expertise in context. Thought-provoking questions will test your understanding.

...helping you plan and manage real projects.

- Detailed best-practice scenarios simulate actual projects.
- Prepare yourself for real-world Microsoft Project use.

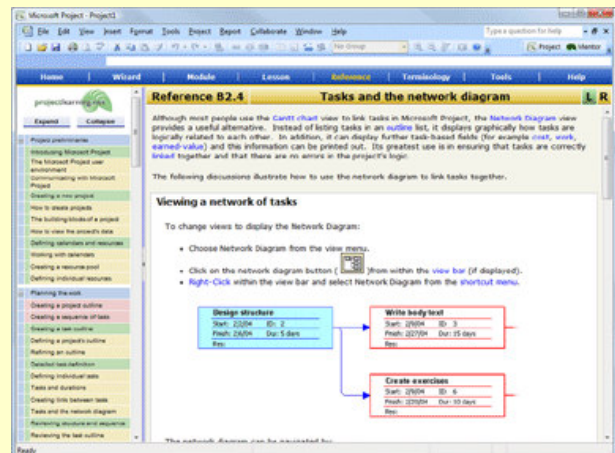


## Authoritative references enhance your knowledge

Use detailed references to provide practical background knowledge. A comprehensive listing of more than 550 terminology definitions relate processes and techniques in a clear and informative manner.

All-in-all, a better way to learn Microsoft Project.

- References explain exactly how Microsoft Project works.
- Concise definitions make it all make sense.



Stimulating lessons, challenging exercises and authoritative references are there to advise and guide you - every step of the way.



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