

Course Description **2007 -2010 -13 Microsoft Project – Basics & Intermediate**
Audience Anyone leading or participating in a project who needs to contribute to a project plan created using MS Project.

Prerequisites ♦ Participation on a project.
 ♦ Working knowledge of at least one of the MS Office products

Duration 3 Hours

Delivery method Classroom interactive/workshop/hands-on

Outline

Module 1: Overview

- ♦ Project Management / Project Management Life Cycle
- ♦ Starting a project
- ♦ Setting project properties
- ♦ Working with the Project screen and Office Tabs

Module 2: Calendars – Project Timing

- ♦ Create a project calendar
- ♦ Setting default options
- ♦ Modifying the base calendar
- ♦ Set exceptions

Module 3: Entering Tasks

- ♦ Change duration display
- ♦ Enter tasks
- ♦ Determine task types
- ♦ Enter Task Information
- ♦ Determining durations
- ♦ Split tasks
- ♦ Creating milestones
- ♦ Creating recurring tasks

Module 4: Editing Tasks

- ♦ Selecting tasks or fields/ Change duration display
- ♦ Inserting and deleting tasks
 - ♦ Moving tasks using the Clipboard and drag and drop
 - ♦ Using fill down and the fill handle
- ♦ Insert/ Hide and Change columns

Module 5: Outlining for Summary & Subtasks

- ◆ Work Breakdown Structure coding (WBS)
- ◆ Promoting and demoting tasks
- ◆ Collapsing and expanding the WBS to specific outline levels
- ◆ Moving summary tasks & Displaying the WBS outline

Module 6: Scheduling Tasks

- ◆ Identifying and changing task relationships
- ◆ Linking and unlinking tasks
- ◆ Adding lag and lead time
- ◆ Working with constraints and deadline dates
- ◆ Display the critical path
- ◆ Managing Project defaults: Scheduling
- ◆ Timeline view

Module 7: Creating and Assigning Resources

- ◆ Identifying work and material resources
- ◆ Using the Resource Sheet / Assigning resources to tasks
- ◆ Displaying and using work hours
- ◆ Using effort driven scheduling
- ◆ Leveling Resources
- ◆ Setting Task Priorities
- ◆ Using cost fields for resources

Module 8: Working with Filters, Sorting and Grouping

- ◆ Using the Filter List Box for task and resource filters
- ◆ Applying a highlighting filter
- ◆ Sorting task and resource lists

Module 9: Distribution Tools

- ◆ Printing Views
- ◆ Printing reports
- ◆ Customizing reports
- ◆ Saving a Project file: Project type vs. PDF
- ◆ Sending a Project file