



Microsoft Office Project The Basics Course Outline 1 Day Course



Course aims:

This course covers the basics of Microsoft Office Project and gets delegates to the point where they can create and begin to track a Project

Pre-requisites:

No previous experience of Project is required for this course although familiarity with the Windows and use of a mouse are both essential.

Who should attend:

Anyone who wants to learn to use Microsoft Office Project as the tool for them and their team.

Duration: 1 day

Getting started with Microsoft Office Project	Explore the Microsoft Office Project environment; display an existing project plan in different views
Creating a project plan	Create a new project plan, assign a project calendar, add tasks to the project plan, enter the task duration estimates, add resources in the project plan
Managing tasks in a project plan	Outline tasks, add a recurring task, link dependant tasks, set a constraint to a task, set a task deadline, add notes to a task
Managing resources in a project plan	Create a resource calendar, assign resources to tasks, assign additional resources to a task, enter costs for resources, enter values for budget resources, resolve resource conflicts
Finalizing the project plan	Display the critical path, shorten the project duration, set a baseline
Simple reports	Overview of the reports available
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