



Microsoft Office Project The Basics Course Outline 2 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: 2 days

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
Fine-tuning plans	Adjusting working time for tasks, changing task types, interrupting work on tasks
Sorting, grouping & filtering information	Sorting data, grouping data, filtering data
Formatting Project Plans	Formatting the Gantt chart, displaying a text field, editing and creating tables, defining custom views
Simple Reporting of Project Information	Seeing what you can print, creating & producing simple reports, customising & printing views and reports
Tracking a Project's Progress	Switching views - task sheet view, resource sheet view, task usage view. Tracking projects as scheduled, entering percent complete of tasks, recording completion in the task information dialogue box, tracking work by time period, identifying tasks that are over budget, identifying resources that are over budget
Multiple Projects	Using common resources, adding sub projects, task relationships, linking tasks
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