



Microsoft Project (Introduction)

97/XP/2000/2002/2003/2007





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
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Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Jan 2008
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Duration:

1 Full Day

Who should attend:

This course is intended for people who wish to learn how to schedule projects using Microsoft Project. It covers all of the essential information required to create a reasonably complex project schedule. This course is intended for people who need to know how to manage projects using Microsoft Project.

Course Pre-requisites:

This course is designed for participants with little or no knowledge of Microsoft Project. An understanding of essential Windows concepts especially file management is desirable.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Project (Intermediate)
- Microsoft Project (Advanced)
- Project Management with Microsoft Project

Topics Covered:

Creating a New Project

1. New Project Overview
2. Understanding Your Project
3. Creating a New Project
4. Saving a New Project File
5. Setting Specific Options
6. Pitfalls in Changing Options
7. Adjusting the Standard Calendars
8. Creating Public Holidays
9. Creating a New Calendar
10. Specifying Project Summary Information
11. Specifying Project Information
12. Creating a New Project Quick Reference

Microsoft Project Basics

1. Overview of Microsoft Project
2. Starting Microsoft Project
3. The Microsoft Project Screen
4. Working with Views
5. Working with Combination Views
6. Working with Tables
7. Working with the Gantt Chart View
8. Understanding Microsoft Project Menus
9. Understanding Toolbars
10. Working with Existing Project Files
11. Exiting From Microsoft Project
12. Microsoft Project Basics Quick Reference

Project Management

1. What Is A Project?
2. Tasks and Resources
3. The Importance of Planning
4. Steps in Project Management
5. Project Management Tools
6. Using a Computer
7. The Advantages of Microsoft Project
8. The Disadvantages of Microsoft Project
9. Project Management Quick Reference

Assignment Concepts

1. Understanding Resource Assignment
2. Project's Calculation Methodologies
3. Understanding Effort
4. Creating Simple Assignments
5. Understanding Task Types
6. Working with Fixed Unit Assignments
7. Working with Fixed Duration Assignments
8. Working with Fixed Work Assignments
9. Working with the Driver Resource
10. Understanding Effort Driven Resourcing
11. Disabling Effort Driven Resourcing
12. Assignment Concepts Quick Reference

Task Durations

1. Task Duration Overview
2. Entering Task Durations
3. Displaying Critical Tasks
4. Checking Project Status
5. Understanding Project Slack
6. Entering Milestones
7. Task Durations Quick Reference

Printing

1. Overview of Printing
2. Printing a Gantt Chart
3. Printing Sheet Views
4. Printing Jobs for Resources
5. Printing Resources for Tasks
6. Project Printing Quick Reference

Resourcing a Project

1. Overview of Resourcing
2. Creating a Resource Pool
3. Entering Materials
4. Assigning Calendars to Resources
5. Adjusting Resource Information
6. Changing the Unit Display
7. Resourcing a Project Quick Reference

Creating Relationships

1. Overview of Creating Relationships
2. Catching Up With the Case Study
3. Creating Relationships Using the Link Tool
4. Creating Relationships Using Task Entry
5. Using Task Information for Relationships
6. Creating Relationships in a Sheet
7. Keeping to Schedule Using Relationships
8. Entering Lag Time
9. Entering Lead Time
10. Creating Relationships Quick Reference

Assigning Resources

1. Overview of Assigning Resources
2. Assigning Resources Using Task Entry View
3. Assigning Part Time Resources
4. Contouring Resource Usage
5. Assigning Specific Work Times
6. Problem Assignments
7. Assigning Resources in Task Information
8. Assigning Resources in a Sheet
9. Assigning Resources That You Don't Have
10. Assigning Resources Quick Reference

Creating Tasks

1. Overview of Creating Tasks
2. Reviewing the Project
3. Entering Tasks
4. Creating Summary Tasks
5. Moving About a Sheet
6. Working with Summary Tasks
7. Creating Tasks Quick Reference

Microsoft Project Help

1. Printed Help Sources
2. The Help Task Pane
3. Browsing the Table of Contents
4. Searching For Specific Help
5. Understanding a Help Window
6. Disabling Online Content
7. Enabling Online Content
8. Displaying and Using the Office Assistant
9. Customising the Office Assistant
10. Disabling the Office Assistant