



Beginning Microsoft Project (1 Day)

COURSE GOAL: To teach Project users the basic capabilities of Project for Windows.

PREREQUISITES: Beginning Windows, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Discuss Project Basics
- Create a Sample Project
- Assign Resources

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Define a Project
<input type="checkbox"/>	<input type="checkbox"/>	Create a Project
<input type="checkbox"/>	<input type="checkbox"/>	Save and Retrieve
<input type="checkbox"/>	<input type="checkbox"/>	Print Projects
<input type="checkbox"/>	<input type="checkbox"/>	Expand Projects
<input type="checkbox"/>	<input type="checkbox"/>	Identify resources
<input type="checkbox"/>	<input type="checkbox"/>	Allocate resources
<input type="checkbox"/>	<input type="checkbox"/>	Manipulate Data

If you answered NO to three or more of these questions you should attend this class.

KEY TOPICS:

I. Getting Started with Project

- A. Starting Project
- B. Project window elements
- C. Getting help
- D. Overview of Project management

II. Creating the Project

- A. Project information
- B. Project Properties
- C. The Standard Calendar
- D. Saving the Project

III. Creating and Work With Tasks

- A. Entering Tasks
- B. Word-Wrapping Tasks
- C. Task Information
- D. Duration
- E. Milestone Tasks
- F. Linking Tasks

IV. Viewing the Project

- A. The Date Format
- B. Zoom & Go-To
- C. Changing the Timescale
- D. Switching Views & Tables
- E. Splitting Views
- F. Formatting Tasks

V. Scheduling

- A. Relationships
- B. Creating Links
- C. Constraints
- D. Identifying Critical Tasks

VI. Outlining

- A. Inserting Subtasks
- B. Creating the Outline
- C. WBS Numbering
- D. Collapse and Expand
- E. Sorting Tasks

VII. Resources

- A. Assigning Resources
- B. The Resource Sheet
- C. Finding Over-Allocations