

Soft-Train



*At Soft-Train
Technology Works*

Beginning Microsoft Project (1 Day) ST85060

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

PREREQUISITES: Beginning Windows, and/or equivalent skills.

LEARNING OBJECTIVES:

Upon completion of this course the student 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 a project
<input type="checkbox"/>	<input type="checkbox"/>	Print projects
<input type="checkbox"/>	<input type="checkbox"/>	Expand projects
<input type="checkbox"/>	<input type="checkbox"/>	Identify projects
<input type="checkbox"/>	<input type="checkbox"/>	Allocate resources
<input type="checkbox"/>	<input type="checkbox"/>	Manipulate project 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. The standard calendar
- C. Saving the project

III. Creating and Managing 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.** Collapse and expand
- D.** Sorting tasks

VII. Resources

- A.** Assigning resources
- B.** The resource sheet
- C.** Finding over-allocations