

**Soft-Train**



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Technology Works*

# Intermediate Microsoft Project (1 Day) ST85061

**COURSE GOAL:** To teach Project users the intermediate 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:

- Manage Project and Task Details
- Review Resource/Cost Allocations
- Track the Progress of a Project
- Create a Graphic
- Manage the System

**KEY TOPICS:**

**I. More Advanced Projects**

- A. Bottom Up Scheduling
- B. Entering the Tasks
- C. Managing Personal Information
- D. Entering Fixed Costs
- E. Fixed Durations

**II. Network Diagram View**

- A. Using Network Diagram View
- B. Creating Projects in Network Diagram View
- C. Customizing Diagram Boxes

**III. Fine Tuning the Project**

- A. Shortening the Schedule
- B. Assigning the Same Resource Twice
- C. Overtime
- D. Reducing Costs
- E. Adding Pay Raises
- F. Switching Resources
- G. Decreasing the Workload

**IV. Tracking the Project**

- A. Setting the Baseline
- B. Completing Tasks
- C. Actual Dates
- D. Updating Multiple Tasks
- E. Tracking Views
- F. Interim Plan

**V. Advanced Views**

- A. Inserting Columns
- B. Filtering Views
- C. Pictures
- D. Adding Graphics

**STUDENT SELF ASSESSMENT:**

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Manage Tasks
<input type="checkbox"/>	<input type="checkbox"/>	Manage Task Details
<input type="checkbox"/>	<input type="checkbox"/>	Review Resources
<input type="checkbox"/>	<input type="checkbox"/>	Review Costs
<input type="checkbox"/>	<input type="checkbox"/>	Monitor Projects
<input type="checkbox"/>	<input type="checkbox"/>	Monitor Resources
<input type="checkbox"/>	<input type="checkbox"/>	Manage the System
<input type="checkbox"/>	<input type="checkbox"/>	Create Macros

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