



Microsoft Project Course Outline

Project Level 1

Duration: 1 day

Getting Started

To begin, participants will learn the basics of Project: how to open and close it, how to use the interface, how to create a basic project, how to save and open projects, and how to get help.

Starting a Project

Next, participants will learn how to create a basic project, add tasks to it, and set constraints on those tasks.

Working with Tasks

This section will focus on tasks, including ways to view tasks, how to use change highlighting, understanding task indicators, using the new Task Drivers pane, how to link and unlink tasks, how to split tasks, how to update task work, and how to check for variances.

Scheduling a Project

This section will focus on Project's scheduling and planning tools, including configuring calendar types, setting baselines and interim plans, and viewing the critical path.

Printing and Viewing a Project

Participants will learn how to add finishing touches to a project before printing, such as checking spelling and adding page breaks. Participants will also learn how to use Project's viewing tools, the Page Setup dialogue, and Project's print commands.



Project Level 2

Duration: 1 day

File Tasks and Views

Participants will learn about various file management tasks in this section, including how to use My Computer within Project and different ways to save their files. Participants will also learn how to use templates and different ways to view their project.

Using Resources

This section will focus on resources, including creating resources, assigning a resource to a task, using resource views, resolving resource conflicts, and leveling resources.

Variance

This section will explain the variance table, and how to check for work and cost variances.

Creating Reports

Participants will learn how to create traditional and visual reports. Participants will also learn how to work with OLAP cube data and the Copy Picture to Office wizard.



Project Level 3 & 4

Duration: 1 day

Customising a Project

This section will look at Project's advanced views, the Format Gantt Chart wizard, how to customize toolbars, and the Project Options dialogue.

Advanced Topics

Participants will learn about fixed duration tasks, the WBS code, and how to update work. Participants will also learn how to track and update costs. Finally, participants will look at importing and exporting files.

Finishing your Project

This section will teach participants how to add drawings, update project work, use filters, and add progress lines. We will also discuss some ways to track project progress.

Working with Multiple Projects

This section will discuss the two editions of Microsoft Project (Standard and Professional) and Project Server. Participants will also learn how to consolidate projects, use resource pools, create and save workspaces, and use master and sub projects.

Using Macros

Participants will learn how to use pre-programmed macros included with projects. Participants will also learn how to code their own macros using Visual Basic.

Analyzing your Project

This section will examine two common type of analysis: PERT and EVA.

Expert Topics

To conclude, participants will learn how to create custom forms, use the Organizer, and use Project with Outlook.