



PREREQUISITES

Delegates attending an Microsoft Project Course should have a good working knowledge of Windows 98 / Windows 2000 / Windows XP.

COURSE OBJECTIVES

This two day course is designed to give delegates the confidence to use Microsoft Project to create new Projects including Tasks, Resources and Calendars and create relationships between them.

MICROSOFT PROJECT INTRODUCTION – ONE DAY OR TWO DAY

Course Content

INTRODUCTION

Defining What A Project Consists Of?
Why Do We Use Microsoft Project?

GETTING STARTED

Starting Microsoft Project
Looking At An Existing Project
The Microsoft Project Interface
Looking At Menus, Toolbars And Views
Using The Help Facility

CREATING A NEW PROJECT

Reviewing Start And Finish Dates
File Properties
Saving Projects

CALENDARS

Change The Default Workdays
Setting Annual Leave
Setting Bank Holidays
Creating New Calendars

WORKING WITH TASKS

Editing The Task List
Inserting Tasks And Durations
Adding, Viewing And Deleting Notes
Creating Milestones
Inserting And Deleting Tasks
Moving Tasks
Alternative Labelling For Tasks
Inserting Recurring Tasks
Linking Tasks
Seeing Task Constraints
Setting Task Deadlines
Unlinking And Splitting Tasks
Seeing The Critical Path

TASK RELATIONSHIPS

Types Of Task Relationships
Lead And Lag Times

USING OUTLINES

Promoting Tasks
Demoting Tasks
Creating Summary Tasks
Rolled Up Tasks

NETWORK DIAGRAMS

Creating A New Project In Network Diagram View
Adding Tasks On The Network Diagram
Formatting The Network Diagram

RESOURCING YOUR PROJECT

What Are Resources?
Creating New Resources
Looking At Work Vs. Material Resources
Editing And Reviewing Resources
Editing Resource Calendars
Assigning Resources To Tasks
Resource Allocation
Costing Resources
Non Effect Driven Vs. Effort Driven Resources
Single And Multiple Resource Names
Dealing With Over Allocation
Resolving Resource Conflicts
Look At Allocating Overtime
Look At Combination Views
Sorting And Filtering Projects

TRACKING

Use The Tracking Floating Toolbar
Saving A Baseline Plan
Updating The Progress Of Tasks
Viewing Task Progress
Make The Schedule Show Actual Work

CONSOLIDATING PROJECTS

Tracking Two Projects In One Place
Consolidating Resources
Importing / Exporting Data Using Microsoft Excel

REPORTS AND PRINTING

Printing Gantt Charts
Previewing The Printout
Page Set-Up
Printing Views And Reports
Customising Reports

CUSTOMISING PROJECTS (IF TIME PERMITS)

Hyperlinks
Using Organiser
Changing Fonts And Font Sizes
Changing Bar Styles
Formatting The Layout