



Introduction to Microsoft Project 2007

About the Course

Designed for

This is a course with a high level of practical content, aimed at those who have not used Microsoft Project for Windows before. It is designed for candidates with widely differing experience and skill levels.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace that best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

No previous experience of Microsoft Project for Windows is necessary, but candidates should have a good understanding of computer basics and be familiar with the Windows operating system.

Course Material

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration & Cost

This training program is two days in duration.

Course Outline

INTRODUCING PROJECT 2007

- The Project 2007 Screen
- Using the Ask a Question Box
- Standard & Formatting Toolbar
- Task Panes
- Closing Microsoft Project
- Opening an existing Microsoft Project
- View Bar
- Project Guide
- Creating a new project
- Using templates

SETTING UP A PROJECT

- File Properties
- Inputting Start and Finish Dates
- Setting up a Project Calendar
- Making a New Calendar
- Applying a new Calendar
- Saving a project
- Setting Currency and Language

TASKS, NOTES & MILESTONES

- Entering Tasks
- Entering Subtasks
- Entering Task Durations
- Creating a Summary Task
- Recurring Tasks
- Task Notes
- Milestones

MANIPULATING TASKS & CONSTRAINTS

- Adding Constraints
- Editing & deleting & moving Tasks

DEPENDENCIES

- Finish-to-Start (FS) Dependencies
- Start-to-Start (SS) Dependencies
- Start-to-Finish (SF) Dependencies

RESOURCES

- Creating a Resource List
- Working Time
- Rates
- Resource Notes
- Assigning Resources

VIEWS & SPLIT WINDOWS

- Gantt Chart View
- Calendar View
- Network Diagram View
- Task Usage View
- Resource Graph View
- Resource Sheet View
- Resource Usage View
- Splitting the Window



Course Outline Continued

PRINTING & REPORTS

- Print Preview & Page Setup
- Print Dialog Box
- Overview Reports
- Current Activity Reports
- Cost Reports
- Assignments Reports
- Workload Reports
- Visual Reports

HELP DEMOS

- Microsoft Project Help Demos

WHAT'S NEW IN PROJECT 2007?

- Multiple Level Undo
- Task Drivers Pane
- Change Highlighting
- Visual Reports
- Cost Resources
- Office Assistant

UPDATING AND TRACKING PROJECTS

SETTING THE BASELINE

- Understanding Baselines
- Setting the Baseline
- Using Interim Plans

RECORDING ACTUALS - TASKS

- Actual Start and Finish Dates
- Actual Task Durations
- Actual Percent Complete

RECORDING ACTUALS - COSTS

- Changing Calculating Options
- Entering Costs Manually

TRACKING WITH THE TRACKING GANTT VIEW

- Utilizing the Tracking Gantt View

TRACKING WITH THE WORK TABLE VIEW

- Utilizing the Work Table View

TRACKING WITH PROGRESS LINES

- Using Progress Lines