



2 day
course



Microsoft Project XP/2003 PROFICIENCY

Course objectives

This course is designed to provide delegates with a basic understanding of project management using Microsoft Project.

Pre-requisite

No prior knowledge of this package is required, although Windows experience is essential.

Course content

- Module 1 **Project Management** - Introduction to Project. Terminology. Project screen.
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- Module 2 **Creating a Project** - Project information. Task entry view. Task edit form. Task details. Task priority levels. In-cell editing. Copying data using the fill handle. Linking tasks. Timescale.
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- Module 3 **Outlining** - Creating and using the outline. Subprojects.
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- Module 4 **Resources** - Assigning resources. Resource views. Adding material resources. Adding resources to the resource pool. Resource sheet. Resource details. Assigning existing resources. Resource usage view.
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- Module 5 **Calendars** - Base calendars. Altering a base calendar. Creating a new base calendar. Selecting a base Calendar. Resource Calendars. Deleting a Calendar. Task Calendars. Adding visual alerts for deadline dates.
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- Module 6 **File Management** - Opening and saving a Project. Page setup. Print preview. Reports. Filters. Sorting. Adding hyperlinks. Creating and using project templates.
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- Module 7 **Setting Lead and Lag Times** - Managing resources. Levelling. Levelling priorities. Task relationships.
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- Module 8 **Customising Views** - Tables and toolbars - Customising graphical views. Displaying graphical indicators. The Gantt chart wizard.
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- Module 9 **Project Costs** - Scheduling task constraints. Setting baselines and interim plans. Clearing a baseline.
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- Module 10 **Tracking the Project** - Entering actual information.
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