

Microsoft Project 2010 - Fundamentals


**2 day
Course**

Course Objectives This course is designed to provide delegates with a basic understanding of project management using Microsoft Project 2010.

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

Course Content

Day 1

Module 1 Project Management - Introduction to project terminology. The MS Project interface. Using the project guide. Navigating a Gantt chart. Changing the timescale.

Module 2 Creating a Project – Entering tasks and durations. Editing and deleting tasks. Moving tasks. Using Autofill. Task Information. Linking tasks. Changing link types. Lag and lead times. Project Information.

Module 3 Outlining – Indenting tasks. Showing outline levels. Displaying a project summary task.

Module 4 Resources – Adding resources. Assigning resources to tasks. Adding resource costs and details. Resource usage view. Cost rate tables. Using material resources.

Module 5 Calendars – Changing working time for a project calendar. Setting work week days and times. Adding exception days and non-working time. Editing resource calendars. Creating a new calendar. Using a task calendar. Adding visual alerts for deadline dates. Inserting a recurring task.

Module 6 Filtering and Sorting – Filtering a Gantt chart. Filtering the resource sheets. Use Autofilter. Filter while assigning resources. Sorting and grouping resources. The Gantt chart wizard. Critical tasks.

Day 2

Module 7 Printing and Page Setup – Previewing a Gantt chart. Adding headers and footers. Repeating columns. Adding Gantt row grids. Controlling the legend. Printing date ranges.

Module 8 Reports and Views – Previewing reports. Customising reports. Using copy picture. Using visual reports. Adding notes. Inserting hyperlinks.

Module 9 Resource Management – Using resource management tools. Finding overallocations. Resolving overallocations. Viewing a resource graph. Levelling resources.

Module 10 Project Costs – Entering fixed costs. Viewing project costs. Adding task constraints. Adding deadline dates. Setting a baseline. Clearing a baseline. Displaying cost views.

Module 11 **Tracking the Project** – Using tracking tools. Completing tasks. Entering actual finish dates. Showing progress lines. Viewing the tracking Gantt. Displaying actual work, costs and variance.

Module 12 **Multiple Projects** – Creating a resource pool. Linking multiple projects to a [resource pool](#). [Inserting multiple projects into a program](#).
