

Microsoft Office Project 2007 (Introduction)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Certified instructor, comprehensive course manual, individual computer access and refreshments.

Prerequisites: This course assumes no prior knowledge of Microsoft Project 2007. Participants are expected to have a general understanding of Windows operating systems in order to start applications, work with and copy files, and locate file folders.

Products Covered:
Microsoft Office Project 2007

Further Training:
Microsoft Project 2007
Intermediate
Microsoft Project 2007 Advanced

Course Description

This one-day, instructor-led course is an all-round introduction to scheduling projects using Microsoft Project 2007. It covers all of the essential information required to create a reasonably complex project schedule. Using a hands-on approach, learners will become proficient in creating projects, including creating tasks and editing tasks.

Audience

This course is intended for people who need to know how to manage projects using Microsoft Project 2007, but have little or no existing knowledge of the application.

Objectives

At the completion of this course, participants will be able to:

- start Microsoft Project and work with its key screen features
- use the help system in Microsoft Project 2003
- create a new project file
- understand the essentials of project management
- create tasks in a project file
- enter various durations for tasks in a project
- create a project calendar
- print various aspects of a project.

Topics Covered

Getting Started

Menus and toolbars
Shortcut keys
Using the project guide task panes

Using Project

Using the standard toolbar
Using the formatting toolbar
Using the project guide

Managing Project Files

Opening & saving project files
Switching between open projects
Closing project files

Creating a project

Planning your project
Entering project information
Setting working time

Creating Tasks

Entering new tasks
Changing a task's duration
Moving or inserting a task

Editing Tasks

Task types
Setting milestones
Creating recurring tasks
Creating sub tasks
Creating summary tasks

Setting Constraints

Types of constraints
Creating a constraint
Setting task deadlines
Constraints versus deadlines

Creating the Project Calendar

Calendar types
Setting up the calendar
Creating a new calendar
Adjusting the timescale

Setting a Project Baseline

Baseline basics
Saving, viewing and clearing a baseline

Setting an Interim Plan

Setting, viewing and clearing

Setting the Critical Path

What is the critical path?
Determining a critical path
Viewing the critical path
Shortening the critical path

Basic Editing Tasks

Checking spelling
Cutting, copying, and pasting
Using undo and redo
Inserting page breaks

Changing your view

Using zoom
Using the view bar
Using the find dialogue

Using Page Setup

Setting margins, headers and footers
Modifying the legend
View settings

Printing a Project

Print preview
Using print commands
Using the print dialogue
Using the project guide to print your project