

Microsoft Project - Introduction

Duration 2 days

Pre Requisites

No previous exposure to Microsoft Project is assumed, but familiarity with the keyboard and the Windows environment is assumed.

Objectives

Upon completion of the course delegates will have explored all the features and facilities of Microsoft Project, and learned how to use them on a case study.

Versions Available

98, 2000, XP, 2003

Further Learning

Project Intermediate

Course Content

- **Introduction to Project Planning**
Modern Project Planning Concepts and Terminology
- **Introduction to MS-Project 98 for Windows**
Navigating Project for Windows
Menus & Toolbars. Indicators
Dialog Boxes. Spin Controls
Using Help
- **File Commands**
New, Open, Close, Save As
File Formats. Database storage.
Project Information. Templates
- **Project and Task Entry**
Setting up Project 98 defaults
Entering Project Information
Entering Task Information
Fixed Duration, Fixed Units, Fixed
- **Work. Effort Driven Tasks**
Splitting Tasks Task durations.
Outlining. Linking tasks
Dependencies. PERT analysis
- **Navigating Project Data**
Views, Tables, Filters, AutoFilters,
Forms. Combination Views
Hyperlinks
Linking Tasks to other documents
- **Formatting Commands**
Gantt Chart Wizard, Fonts, Text
Styles. Bars and Bar Text
Timescale and Gridlines
- **Setting Up Calendars**
Project and Base Calendars
Resource Working Time
- **Resource Allocation**
Assigning Resources. Resource
Information. Multiple Pay Rates.
Setting Resource Availability
Resource Contouring. Levelling
Resource Usage View
Resolving Resource Conflicts
Shared Resource Pools
- **Baselining & Tracking**
Setting the Baseline
Interim Baselines
Comparing Baseline with Current
Status
Tracking the Project
Recording Actuals
Progress Lines
- **Reporting**
Printing Project Views
Page Setup and Print Options
Printing Project Reports
Creating Reports
Publishing on the Internet/Intranet
- **Multiple Projects**
Inserted Projects
Consolidating Projects
Cross Project Linking
Multiple Project Behaviour