

Microsoft Project 2007 - Introduction



This course is designed for the new or inexperienced user who has a need to use the programme on a regular basis. Delegates attending the course will be able to create a project, enter tasks, durations, and relate the two together. They will be able to create relationships, identify the resources and materials required to deliver the assigned tasks and monitor the whole process. Delegates will then be able to use the various tools and shortcuts available within Project to do so in an efficient and timely manner.

This course can be tailored to your specific needs.

Course Outline:

The Project Environment

- ▶ Overview Of Microsoft Project
- ▶ The Project 2007 Window
- ▶ Working With Views
- ▶ Working With Combination Views
- ▶ Working With Tables
- ▶ Working With Existing Project Files
- ▶ Exiting From Project

Creating A New Project

- ▶ Creating A New Project
- ▶ Saving A Project File
- ▶ Adjusting The Standard Calendars
- ▶ Changing The Working Time
- ▶ Creating A New Calendar
- ▶ Specifying Project Summary Information
- ▶ Specifying Project Information

Creating Tasks

- ▶ Entering Tasks
- ▶ Creating Summary Tasks And Subtasks
- ▶ Navigating Around A Sheet

Task Durations

- ▶ Entering Task Durations
- ▶ Displaying The Critical Path
- ▶ Checking Project Status
- ▶ Understanding Project Slack
- ▶ Entering Milestones

Creating Relationships

- ▶ Setting Relationships Between Tasks
- ▶ Changing Relationship Types

Resources

- ▶ Creating A Resource Pool
- ▶ Entering Work Resources
- ▶ Entering Material resources
- ▶ Assigning Calendars To Resources

Assigning Resources And Materials

- ▶ Assigning Resources To Tasks
- ▶ Assigning Materials To Tasks

Project Monitoring

- ▶ Overview Of Project Monitoring
- ▶ Creating A Baseline
- ▶ Manually Updating Task Progress



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