



Microsoft Project 2007 Level 1

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Windows XP: Basic, Windows Vista: Basic, or equivalent experience</p> <p>Course Overview:</p> <p>After completing this course, students will know how to:</p> <p>Apply project management concepts, start Project 2007, open an existing project file, navigate different views, create and save a new project file, and use the Project 2007 Help features.</p> <p>Create a task list in Gantt Chart view by entering the task name and duration, modify the task list by inserting and deleting tasks, and create a Work Breakdown Structure.</p> <p>Create task relationships by linking, add predecessors and lead time to tasks, view task relationships, add recurring tasks, explore Network Diagram view and modify the task relationships in it, and use the Task Information dialog box.</p> <p>Use the Change Working Time dialog box to create a base calendar for the project, use the resource sheet to create a resource pool, assign resources to tasks, create task calendars, enter resource costs in Resource Sheet view, and use the Cost table in Gantt Chart view.</p>	<p>Work with Calendar and form views, and create and modify tables.</p> <p>Use standard filters and AutoFilters, create an interactive filter, use predefined groups, create a custom group, and sort task and resource data.</p> <p>Display the critical path and edit effort-driven schedules, and resolve resource conflicts by identifying and adjusting resource over-allocation.</p> <p>Outline:</p> <p>Project management concepts</p> <p>Exploring the Project window</p> <p>Working with project files</p> <p>Using Help</p> <p>Working with tasks</p> <p>Creating a task list</p> <p>Modifying a task list</p> <p>Creating a Work Breakdown Structure</p> <p>Scheduling tasks</p> <p>Setting up task links</p> <p>Working in Network Diagram view</p> <p>Working with advanced task options</p> <p>Managing resources</p> <p>Creating base calendars</p> <p>Working with resources and calendars</p> <p>Working with resource costs</p>	<p>Working with views and tables</p> <p>Working with views</p> <p>Working with tables</p> <p>Filtering, grouping, and sorting</p> <p>Working with filters</p> <p>Working with groups</p> <p>Sorting tasks and resources</p> <p>Finalizing the task plan</p> <p>Finalizing schedules</p> <p>Resolving resource conflicts</p>
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