



Rock Solid Training Course Profile

Microsoft Project Introduction

Two Day Course

Course Aims:

This course is designed to provide delegates with the knowledge and skills needed to build and manage projects in Microsoft Project.

In particular, delegates will learn how to work with calendars, structure and build the task list, create links and work with resources and costs. In addition, delegates will learn how to manipulate tables, views and charts and control a project once it is running.

Assumed Knowledge:

Delegates must be competent in using a keyboard and mouse and be familiar with the Windows interface. No prior knowledge of Project is required although it is recommended that delegates have experience of using other Microsoft applications before attending this course.

Course Outline:

Course Introduction

- Starting & exiting Project
- The Project screen
- Toolbars & mouse techniques
- Accessing Help

Defining a Project

- Jargon words
- Goals, tasks & milestones
- Determining a sequence
- Structuring the project

Creating a New Project Plan

- Templates
- Project Information
- File Properties

Project Calendars

- The standard Project calendar
- Default settings
- Changing working time
- Creating new base calendars
- Project Organizer

The Task List

- Entering tasks & durations
- Elapsed time
- Entering milestones
- Previewing & printing tasks
- Saving the project

Structuring the Task List

- Outlining the plan
- Showing & hiding tasks
- Outline numbers & symbols
- Project summary task

Editing & Formatting Tasks

- Inserting & deleting tasks
- Moving tasks
- Formatting the task list
- Filtering tasks
- Defining recurring tasks
- Entering task notes & hyperlinks

Linking Tasks

- Link types
- Entering links
- Lead & lag times
- Splitting tasks
- Task date constraints & deadlines
- Viewing the critical path

Formatting the Gantt Chart

- The Gantt Chart wizard
- Formatting the Gantt Chart
- Bar styles & gridlines
- Timescale
- Inserting text boxes & pictures
- Attaching objects

Resources & Costs

- Creating a resource sheet
- Using the resource sheet
- Editing resource calendars
- Assigning resources
- Resolving overallocation & conflicts
- Resource optimisation
- Using the cost table

Views

- Task & resource views
- Filtering and sorting
- Copy picture tool

Multiple Projects

- Inserting Projects

Controlling a Project

- Saving a baseline
- Recording actual progress
- Tracking progress
- Working with progress lines
- Updating the project
- Comparing baseline & actual

Reporting

- Printing reports
- Print preview & page setup

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