

Training Course Specification

Course: Microsoft Project 2007; Level 1

Duration: One-Day

COURSE OBJECTIVES: This course covers the basics of Microsoft Project and gets delegates to the point where they can create and begin to track a Project

WHO SHOULD ATTEND: Anyone who wants to learn to use MS project as the tool for them and their team.

EXPERIENCE NEEDED: No previous experience of MS Project is required for this course although familiarity with the Windows operating system and with using a mouse are both essential.

COURSE CONTENTS:

1: Project Management

- PERT Charts and Network Diagrams
- Microsoft Project Web Access
- Understanding Project Management
- MS Project Terminology
- Starting MS Project
- MS Project- The Screen
- Elements of the Default View
- The Project Guide
- Views and Tables
- The Tracking Gantt View
- MS Project – Menus and Toolbars
- Loading and Viewing a Project
- Project 2007 - Operational Basics
- A Work Breakdown Structure (WBS)

2: Planning the Project

- Defining the Project
- Complete the Project Definition
- Project Planning
- Complete the Project Plan
- Where to Begin with MS Project
- The Calendars of working/non-working time
- Creating a New Base Calendar
- Save the New Project File
- Ending a Project Session

3: Task Entry and Task Linking

- Project Guide Wizards
- Entering Tasks
- The Task Entry Form
- Linking Tasks
- The Outlining View
- Defining the Summary Tasks
- Starting and finishing tasks on time
- Create deadlines and constraints for tasks
- Other Methods of Adding Tasks

4: Resources and Resource Entry

- Assigning Resources to tasks
- The Resource Sheet
- Assigning Material Resources
- Multiple Calendars
- Set Resource availability
- Assign Resources
- Modifying Resource Allocation
- Editing Resource Information
- The AutoCorrect Feature
- Quick Reference of shortcuts

Related Courses: *Microsoft Project 2007; Level 2*

For more information please contact us on 0118 3059002 or:

email: info@sueparsonstraining.co.uk

www.spct.co.uk