Project 2010: Basic

Code: CT11-560
Duration: 1 day(s)

Outline

Getting started
Project management concepts
The Project window
Project files
The Help window

Tasks
Creating a task list
Modifying a task list
The Work Breakdown Structure

Task scheduling
Task links
Task relationships
Task options

Resource management

The base calendar
Resources and calendars
Project costs

Views and tables
Working with views
Working with tables

Filters, groups, and sorting
Filters
Groups
Sorting tasks and resources

Finalising the task plan
Finalising schedules
Handling resource conflicts

After completing this course, students will know how to:

- Discuss basic project management concepts and principles; identify project view options, interface components, and Gantt chart elements; create and save a project file; and get help on using Microsoft Project.
- Create a task list, using both manual and automatic scheduling modes; set durations; modify a task list; establish a Work Breakdown Structure; hide columns; set milestones; and format the Sheet pane and the Gantt chart.
- Link tasks to establish a project schedule; modify task predecessors; set lag time and lead time; add recurring tasks; work in Network Diagram view; modify task relationships; apply different task types; and set task constraints.
- Create a base calendar and edit the working time; create a resource pool and a resource calendar; assign resources to tasks; create and apply a task calendar; enter resource costs; and use the Cost table.
- Work in Calendar view and Resource Form view; add tasks to the Timeline, format the Timeline, and copy the Timeline to other Office applications; work with tables and create tables; and display WBS outline numbers.
- Apply filters, highlighting, AutoFilters, and custom filters; group tasks and resources; create custom groups; sort tasks and resources; and renumber a sorted task list or resource list.
- Display the critical path and slack; edit effort-driven schedules to fine-tune a project; and resolve resource conflicts by applying both automatic and manual resource leveling.

Prerequisites
Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic or equivalent experience.