

# Microsoft Project 2007 – Introduction



(902) 835-8880

This course is hands-on and designed to provide participants with a solid understanding of the functions and benefits of Microsoft Project. Each day the class runs from 9:00 until 4:00. Included with all courses are course notes, a pad for note taking and telephone support following the class.

In the courses, participants will gain an understanding of the capabilities of Project and how they can be applied to solve common business problems.

<b>Introduction</b>	
<b>Getting started including:</b>	<b>Creating a Project including:</b>
The screen, menus and toolbars Getting Help Cue cards Planning Wizards The views and tables	Entering the start or finish date and project calendar Editing and rearranging information Organizing tasks and durations Establishing task relationships Tracking Project status
<b>Working with resources including:</b>	<b>Miscellaneous features including:</b>
Creating your resource list Scheduling resources to tasks Assigning multiple resources to one task Changing their working time Adding resources to shorten the critical path Handling conflicts	Exploring the various views Applying Project filters Printing views and reports Adding resource and fixed costs Viewing the critical path Adding and viewing a baseline
<b>Working with costs including:</b>	<b>Tracking Project progress including:</b>
Adjusting project costs Comparing costs using the cost table Reducing costs Restricting task start and finish dates Resolving constraint conflicts	Tracking progress Updating the schedule with actual information Comparing results Comparing baseline vs. actual Changing task information
<b>Miscellaneous features including:</b>	
Working with multiple projects Importing and exporting data Customizing your look	