MICROSOFT PROJECT
INTRODUCTION LEVEL COURSE

Prerequisites:
Attendees should be familiar with a PC and the Windows environment and posses basic keyboard skills.

Duration:
One day course.

Microsoft Project Basics
- Overview Of Microsoft Project
- Starting Microsoft Project
- The Microsoft Project Screen
- Working With Views
- Working With Combination Views
- Working With Tables
- Working With The Gantt Chart View
- Understanding Microsoft Project Menus
- Understanding Toolbars
- Working With Existing Project Files
- Exiting From Microsoft Project

Microsoft Project Help
- Printed Help Sources
- The Help Task Pane
- Browsing The Table of Contents
- Searching For Specific Help
- Understanding A Help Window
- Disabling Online Content
- Enabling Online Content

Creating A New Project
- New Project Overview
- Understanding Your Project
- Creating A New Project
- Saving A New Project File
- Setting Specific Options
- Pitfalls In Changing Options
- Adjusting The Standard Calendars
- Creating Public Holidays
- Creating A New Calendar
- Specifying Project Summary Information
- Specifying Project Information

Creating Tasks
- Overview Of Creating Tasks
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks
- Moving About A Sheet
- Working With Summary Tasks

Task Durations
- Task Duration Overview
- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Slack
- Entering Milestones

Creating Relationships
- Overview Of Creating Relationships
- Creating Relationships Using The Link Tool
- Changing Relationships and Dependencies
- Entering Lag Time
- Entering Lead Time

Constraints & Deadlines
- Overview Of Constraints & Deadlines
- Reviewing Our Project
- Adding A Constraint
- Creating A Deadline