

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Microsoft Project Essentials</b>
<b>Course Length:</b>	2 days
<b>Prerequisite:</b>	Basic Computer Skills
<b>Course Description:</b>	Topics include establishing the project parameters, creating the project calendars, creating the task outline, setting durations, linking tasks, creating a resource pool, assigning resources, creating views and reports, setting baselines, adjusting time, resource and cost factors, tracking progress, working with multiple projects, and sharing a resource pool.
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Using the Project Work Area<ol style="list-style-type: none"><li>1.1. Navigating a Project</li><li>1.2. Working with the Gantt Chart and Gantt Table</li><li>1.3. Navigating Shortcuts</li><li>1.4. Using Views and Using Combination Views</li></ol></li><li>2. Creating Projects<ol style="list-style-type: none"><li>2.1. Starting a New Project</li><li>2.2. Setting Project Properties</li><li>2.3. Establishing the Project Calendar Parameters</li><li>2.4. Establishing Working and Non-Working Time</li></ol></li><li>3. Working with Tasks<ol style="list-style-type: none"><li>3.1. Entering and Editing Tasks</li><li>3.2. Inserting and Deleting Tasks</li><li>3.3. Specifying Task Durations</li><li>3.4. Entering Milestone Tasks</li><li>3.5. Outlining Tasks</li><li>3.6. Outline Numbering</li></ol></li><li>4. Assigning Task Relationships<ol style="list-style-type: none"><li>4.1. Linking and Unlinking Tasks</li><li>4.2. Using the Task Information Dialog Box</li><li>4.3. Change Task Relationships</li></ol></li><li>5. Working with Resources<ol style="list-style-type: none"><li>5.1. Creating Resources</li><li>5.2. Establishing Resource Calendars</li><li>5.3. Assigning Costs to Resources</li><li>5.4. Assigning Fixed Cost</li><li>5.5. Assigning Resources to Tasks</li></ol></li><li>6. Using Views and Reports<ol style="list-style-type: none"><li>6.1. Exploring and Printing Views</li><li>6.2. Formatting Views</li><li>6.3. Formatting the Gantt Chart</li><li>6.4. Creating Reports</li><li>6.5. Formatting Reports</li><li>6.6. Customizing Views, Reports, and Tables</li></ol></li><li>7. Working with the Critical Path<ol style="list-style-type: none"><li>7.1. Viewing the Critical Path</li><li>7.2. Viewing Slack Time</li><li>7.3. Shortening the Critical Path</li><li>7.4. Viewing Resource Usage</li></ol></li></ol>

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<p><b>Using Microsoft Project</b></p> <p><b>Continuation of Performance Objectives:</b></p> <p><b>Students will become skilled in ...</b></p>	<ul style="list-style-type: none"><li>8. Working with Baselines<ul style="list-style-type: none"><li>8.1. Using Baseline Tables</li><li>8.2. Saving a Project Baseline</li><li>8.3. Clearing a Baseline</li><li>8.4. Saving a Project Interim Plan</li></ul></li><li>9. Tracking Progress<ul style="list-style-type: none"><li>9.1. Marking Completed Tasks</li><li>9.2. Updating a Task on Schedule</li><li>9.3. Updating a Task Not on Schedule</li><li>9.4. Viewing Slippage</li><li>9.5. Entering Actual and Remaining Durations</li><li>9.6. Reporting on Progress</li><li>9.7. Correcting Incorrect Values</li></ul></li><li>10. Customizing a Project<ul style="list-style-type: none"><li>10.1. Using the AutoFilter Feature</li><li>10.2. Creating a Custom Filter</li><li>10.3. Creating a Custom Table</li></ul></li><li>11. HTML and Hyperlinks<ul style="list-style-type: none"><li>11.1. Saving a Project as a Web Page</li><li>11.2. Adding Hyperlinks to a Project</li></ul></li><li>12. Working with Templates and Subprojects<ul style="list-style-type: none"><li>12.1. Creating a Template</li><li>12.2. Creating a Consolidated Project</li><li>12.3. Creating Resource Pools</li><li>12.4. Linking a Project to a Resource Pool</li></ul></li></ul>
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