

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Microsoft Project Essentials
Course Length:	2 days
Prerequisite:	Basic Computer Skills
Course Description:	Topics include establishing the project parameters, creating the project calendars, creating the task outline, setting durations, linking tasks, assigning resources, using views and reports, setting baselines, adjusting time, resource and cost factors, tracking progress, and working with multiple projects.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Using the Project Work Area<ol style="list-style-type: none">1.1. Navigating a Project1.2. Working with the Gantt Chart and Gantt Table1.3. Navigating Shortcuts1.4. Using Views and Using Combination Views2. Creating Projects<ol style="list-style-type: none">2.1. Starting a New Project2.2. Setting Project Properties2.3. Establishing the Project Calendar Parameters2.4. Establishing Working and Non-Working Time3. Working with Tasks<ol style="list-style-type: none">3.1. Entering and Editing Tasks3.2. Inserting and Deleting Tasks3.3. Specifying Task Durations3.4. Entering Milestone Tasks3.5. Outlining Tasks3.6. Outline Numbering4. Assigning Task Relationships<ol style="list-style-type: none">4.1. Linking and Unlinking Tasks4.2. Using the Task Information Dialog Box4.3. Change Task Relationships5. Working with Resources<ol style="list-style-type: none">5.1. Creating Resources5.2. Establishing Resource Calendars5.3. Assigning Costs to Resources5.4. Assigning Fixed Cost5.5. Assigning Resources to Tasks6. Using Views and Reports<ol style="list-style-type: none">6.1. Exploring and Printing Views6.2. Formatting Views6.3. Formatting the Gantt Chart6.4. Creating Reports6.5. Formatting Reports7. Working with the Critical Path<ol style="list-style-type: none">7.1. Viewing the Critical Path7.2. Viewing Slack Time7.3. Shortening the Critical Path7.4. Viewing Resource Usage

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<p>Continuation of Performance Objectives:</p> <p>Students will become skilled in ...</p>	<ul style="list-style-type: none">8. Working with Baselines<ul style="list-style-type: none">8.1. Using Baseline Tables8.2. Saving a Project Baseline8.3. Clearing a Baseline9. Tracking Progress<ul style="list-style-type: none">9.1. Marking Completed Tasks9.2. Updating a Task on Schedule9.3. Updating a Task Not on Schedule9.4. Entering Actual and Remaining Durations9.5. Reporting on Progress10. Working with Master Schedules<ul style="list-style-type: none">10.1. Creating a Master Project10.2. Inserting and Linking Subprojects
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