



Course Outline



Project - Basics

Versions 2007/2010/2013/2016

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Program Objectives: Students will learn how to do project planning and project management using Microsoft Project.

- ◆ Introduction to Project
- ◆ Creating a Project
- ◆ Project Phases
- ◆ Main Project Screen
- ◆ View Bar
- ◆ Screen Components
- ◆ Toolbars
- ◆ Fixing the Toolbars and the Menu Bar
- ◆ Task Pane
- ◆ Entry Bar
- ◆ Status Bar
- ◆ Task Sheet
- ◆ Entering Tasks Into Project
- ◆ Deactivating Estimated Durations
- ◆ Project Workspace
- ◆ Tips for Saving Files in Project
- ◆ The Baseline Feature
- ◆ Looking at an Existing File
 - Gantt Chart
 - Calendar View
 - Network Diagram View
 - Resource Sheet View
 - Resource Usage View
 - Running Reports
- ◆ Go To Selected Task Icon
- ◆ Scheduling a Project
- ◆ Basic Commands in Project
- ◆ Mouse Pointer Shapes
- ◆ Moving the Cell Pointer
- ◆ Correcting Errors
- ◆ Selecting Cells
- ◆ Changing Font, Font Style, and Font Size
- ◆ Changing Project Options
- ◆ Entering Project Information
- ◆ Changing Working Time
- ◆ Entering Durations Into Project
- ◆ Planning Wizard Dialog Boxes
- ◆ Adding Gridlines to Timeline
- ◆ Inserting Tasks
- ◆ Entering a Milestone
- ◆ Creating Subtasks
- ◆ Linking/Unlinking Tasks
- ◆ Linking Relationships
- ◆ Linking Predecessor Tasks
- ◆ Lead and Lag Time Feature
- ◆ Changing Column Widths
- ◆ Move Feature
- ◆ Copy Feature
- ◆ Fill Feature
- ◆ Deleting a Task
- ◆ Recurring Tasks
- ◆ Changing Recurring Tasks
- ◆ Specifying Completion Percentages
- ◆ Spell Check Feature
- ◆ Previewing the Project
- ◆ Page Setup Options
- ◆ Printing the Project
- ◆ Project Definitions
- ◆ Exiting From Project

Course Prerequisite

Must have Windows and mouse proficiency