



Project 2010 Introduction

Students enrolling in this course should be familiar with Microsoft Word or Excel and be familiar with the Internet. This course covers the commonly used features for a typical user.

Getting started

- What is project management?
- Starting Microsoft Project The Microsoft Project application window
- Working with Microsoft Project menus and toolbars

Building a simple project

- The Project guide
- Setting a project start date / Saving a Project
- Creating a Project schedule, entering a milestone
- Inserting and deleting tasks
- Reordering a task list, closing a project

Developing a project plan (Part 1)

- Outlining a task list, types of task relationships
- Linking tasks in a finish-to-start relationship
- Changing the time-scale of a Gantt chart
- Linking tasks in a finish-to-finish relationship
- Adding lag time between tasks
- Using work breakdown structure codes
- Creating a network diagram

Developing a project plan (Part 2)

- Revising the Project calendar
- The resource sheet, adding resources to the resource sheet
- Creating new calendars
- Assigning resources to tasks
- Revising resource information

- Working with cost rate tables
- Creating and applying a task calendar

Developing a project plan (Part 3)

- Identifying the critical path of a project
- Constraining a task
- Setting a deadline for a task

Sharing data with other applications

- Copying a Microsoft Project view into a Microsoft Word document
- Exporting Microsoft Project sheet entries into a Microsoft Excel worksheet
- Importing Microsoft Excel worksheet entries into Microsoft Project

Organizing & Analyzing Information

- Sort & Group
- Apply Filters
- Apply AutoFilter
- Apply new table views

Tracking a Project

- Save a Baseline Plan
- Update a Project Schedule
- Compare Actual vs. Planned

Communicating Project Information

- Display a Calendar View
- Print a View
- Page Setup Options

Reports

- Print Reports
- Edit Reports