



Microsoft Project - Basic (1 day condensed)

Course Prerequisites

Previous experience using applications on a PC or Macintosh is an essential prerequisite for this course.

Users should be familiar with using a keyboard and mouse.

Course Duration:

One day: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual and a Certificate of attendance.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Getting Started

- Project Environment.
- Use the help system in Microsoft Project 2003.
- Create a new project file.

Project Management

- Understand the essentials of project management.

Project Tasks

- Create tasks in a project file.
- Enter various durations for tasks in a project
- Create relationships between tasks in a project.

Project Resources

- Create a resource pool for a project.
- Effectively use resource assignment in a project.
- Assign resources to tasks in a project.

Printing

- Print various aspects of a project