

COURSE DESCRIPTION

MICROSOFT PROJECT

Course Description

This course teaches students to understand and use the features of Microsoft Project.

Course Objectives

After completing this course, you should be able to:

Creating a New Project Plan

- Defining Project Information
- Defining basic project information
- Entering task information
- Assigning task durations

Outlining and Task Relationships

- Organizing the Task List into an Outline
- Linking Tasks and Observing the Critical Path
- Modifying Task Relationships
- Task Constraints

Adding and Assigning Resources

- Creating and Assigning a Base Calendar
- Entering and Assigning Resources
- Working with Project Costs

Analyzing the Project

- Shortening the critical path by adding resources
- Using fixed-duration scheduling
- Resolving Resource Conflicts

Displaying Project Data

- Exploring Views
- Printing a view
- Exploring Reports

Filtering Data

- Using AutoFilter
- Applying filters to Resource and Task Views

Tracking the Project

- Setting the baseline
- Applying the Tracking Gantt Chart