



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

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Project 2007: Basic

MS-PR-BAS-AX Rev 07.09

1 day

Description

This ILT Series course teaches the basic functions and features of Project 2007. Students will learn how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. They'll also learn how to create a base calendar, assign resources to tasks, create task calendars, and create and modify tables. Students will use filters and groups, and they'll sort task and resource data. Finally, they will learn how to resolve resource conflicts.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Previous experience with Excel is recommended*

Course Outline

Unit 1: Getting started

Topic A: Project management concepts
Topic B: Exploring the Project window
Topic C: Working with project files
Topic D: Using Help

Unit 2: Working with tasks

Topic A: Creating a task list
Topic B: Modifying a task list
Topic C: Creating a Work Breakdown Structure

Unit 3: Scheduling tasks

Topic A: Setting up task links
Topic B: Working in Network Diagram view
Topic C: Working with advanced task options

Unit 4: Managing resources

Topic A: Creating base calendars
Topic B: Working with resources and calendars
Topic C: Working with resource costs

Unit 5: Working with views and tables

Topic A: Working with views
Topic B: Working with tables

Unit 6: Filtering, grouping, and sorting

Topic A: Working with filters
Topic B: Working with groups
Topic C: Sorting tasks and resources

Unit 7: Finalizing the task plan

Topic A: Finalizing schedules
Topic B: Resolving resource conflicts



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