IN Training
s o l u t i o n s

Course Outline
Microsoft Project 2007

Course Description:

Manage your projects more effectively! Learn tips & tricks for planning, tracking, and reporting information. Create a basic project (Intro Level) and then assign resources, and track progress (Intermediate/Advanced Level).
*It is recommended to take both Intro and Intermediate/Advanced levels.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

Intro Level:

- Overview (Definitions)
- Calendars (Scheduling and Standard Base Calendar)
- Project Information
- Tasks - Basic
  - New Tasks, Editing, Deleting
  - Linking Tasks, Splitting Tasks
- Tasks – Advanced
  - Milestones
  - Dependencies, Constraints
  - Recurring Tasks
- Formatting
- Views
- Page Setup (Header, Footer, Legend) and Printing
- Filter and AutoFilter
- Reports

Intermediate/Advanced Level:

- Review of Intro Level
- Resources - Basic
  - New Resources, Editing
  - Assigning Resources
  - Resource Costs
  - Resource Calendars
- Resources – Advanced
  - Resource Pools
  - Contouring, Leveling
  - Views
- Baselines, Interim Plans
- Formatting
- Views
  - Customizing Tables
  - Calculated Fields
- Tracking
- Reports

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