

Microsoft Office Project 2007 L1

<u>Course Introduction</u>	4m
<u>Lesson 1 - Getting Started with Microsoft Project</u>	36m
Getting Started with Microsoft Project	
The Project Management Process	
The Microsoft Project Environment	
Microsoft Project Views	
Demo - Screens	
View Format	
Lesson 1 Review	
<u>Lesson 2 - Creating a Project Plan</u>	45m
Creating a Project Plan	
The Project Guide	
Demo - Create a New Project Plan	
Calendars	
Demo - Calendar and Tasks	
Tasks	
Duration	
Demo - Estimated Durations	
Work	
Units	
Milestone	
Resources	
Lesson 2 Review	
<u>Lesson 3 - Managing Tasks in a Project Plan</u>	39m
Managing Tasks in a Project Plan	
Outlining	
Outline Tasks	
Demo - Outline Tasks	
Recurring Tasks	
Link Dependant Tasks	
Demo - Link the Project Plan	
Set a Constraint to a Task	
Demo - Constraints	
Set a Task Deadline	
Add Notes to a Task	
Lesson 3 Review	
<u>Lesson 4 - Managing Resources in a Project Plan</u>	38m
Managing Resources in a Project Plan	
How to Create a Resource Calendar	
Demo - Resource Calendar	
Assign Resources to Tasks	
Assign Additional Resources to a Task	
Demo - Enter Resource	
Enter Costs for Resources	
Enter Values for Budget Resources	
Demo - Enter Costs	

Resolve Resource Conflicts
Lesson 4 Review

Lesson 5 - Finalizing the Project Plan

29m

Finalizing the Project Plan
Display the Critical Path
Demo - Critical Path
Shorten the Project Duration
Demo - Divide
Set a Baseline
Demo - Baseline
Print a Project Summary Report
Report Types
Demo - Reports
Lesson 5 Review
Course Closure

Total Duration: 3 hrs 11 min