

Microsoft Office Project 2010: Basic

Course Introduction

3m

Course Introduction

Unit 01: Getting Started

40m

Topic A: Project Management Concepts

Project Constraints

Phases of Project Management

Links Between Project Phases

Typical Project Management Tasks

Gantt Chart View

A Task List in Gantt Chart View

Resource Sheet View

Topic B: The Project Window

The Project 2010 Interface

Backstage View

Demo - B-1: Identifying Interface Components

A Sample File in Gantt Chart View

Open a Project File

Demo - B-2: Exploring Gantt Chart View

Topic C: Project Files

Set the Project Start Date

Project Information Dialog Box

Define Project Properties

Demo - C-1: Creating a Project File

Save a New Project File

Demo - C-2: Saving a Project File

Topic D: The Help Window

The Project Help window

Demo - D-1: Getting Help with Using Project

Unit 01 Review

Unit 02: Tasks

29m

Topic A: Creating a Task List

User-Controlled Scheduling

Demo - A-1: Exploring User-Controlled Scheduling

Demo - A-2: Adding Tasks and Durations in Auto Schedule Mode

Change Default Scheduling Mode

Demo - A-3: Changing the Scheduling Mode for all New Files

Topic B: Modifying a Task List

Add Tasks to a Task List

Delete Tasks

Rearranging Tasks

Demo - B-1: Inserting and Deleting Tasks

Cut and Paste a Task

Drag Selected Tasks

Demo - B-2: Rearranging Tasks

Demo - B-3: Formatting the Task List

Topic C: The Work Breakdown Structure

Create a Project Summary Task
Demo - C-1: Creating a Project Summary Task
Demo - C-2: Defining a Work Breakdown Structure
Convert a Task into a Milestone
Gantt Chart Styles
Demo - C-3: Setting Milestones
Demo - C-4: Applying Gantt Chart Styles
Unit 02 Review

Unit 03: Tasks Scheduling

30m

Topic A: Task Links

Task Links
When You Link Tasks
Linking Tasks
Demo - A-1: Linking and Unlinking Tasks
Change a Task's Predecessor
Demo - A-2: Changing Task Predecessors
Lag Time
Lead Time
Apply Lead Time or Lag Time
Demo - A-3: Adding Lead Time and Lag Time to Tasks
Insert a Recurring Task
Demo - A-4: Adding Recurring Tasks

Topic B: Task Relationships

Nodes in Network Diagram View
Demo - B-1: Exploring Network Diagram View
Task Relationships
Task Dependency Dialog Box
Demo - B-2: Changing Task Relationships

Topic C: Task Options

Task Types
Demo - C-1: Changing a Task Type
Task Constraints
Demo - C-2: Applying Task Constraints
Unit 03 Review

Unit 04: Resource Management

28m

Topic A: The Base Calendar

Create a Base Calendar
Change Working Time
Demo - A-1: Creating a Base Calendar

Topic B: Resources and Calendars

Resources and Calendars
Resource Types
Demo - B-1: Creating a Resource Pool
Create a Resource Calendar
Demo - B-2: Creating a Resource Calendar
Assign Resources
Demo - B-3: Assigning a Single Resource to a Task

Assign a Resource to Multiple Tasks
Assign Multiple Resources to a Task
Demo - B-4: Assigning Multiple Tasks and Resources
Demo - B-5: Creating and Applying a Task Calendar

Topic C: Project Costs

Fixed and Variable Costs
Demo - C-1: Entering Resource Costs
Cost Table in Task Sheet View
Demo - C-2: Using the Cost Table
Unit 04 Review

Unit 05: Views and Tables

16m

Topic A: Working with Views

Calendar View
Demo - A-1: Exploring Calendar View
Demo - A-2: Applying Form Views
Timeline Formatting
Demo - A-3: Working with the Timeline
Demo - A-4: Copying a Timeline into PowerPoint

Topic B: Working with Tables

Create a Table from Another Table
Insert a Field in a Table
Insert the WBS Column
Show WBS in Task Name Field
Demo - B-1: Creating a Table and Displaying WBS Codes
Unit 05 Review

Unit 06: Filters, Groups, and Sorting

19m

Topic A: Filters

Filter a View
Demo - A-1: Filtering and Highlighting Information
Apply an AutoFilter
Demo - A-2: Applying AutoFilters
Create a Custom Filter
Demo - A-3: Creating a Custom Filter

Topic B: Groups

A Grouped Task List
Demo - B-1: Grouping Tasks
Create a Custom Group
Edit or Copy a Group
Demo - B-2: Creating a Custom Group

Topic C: Sorting Tasks and Resources

Sort a Task List
Demo - C-1: Sorting a Task List
A Sorted Resource Sheet
Demo - C-2: Sorting a Resource List
Renummer a Sorted List
The Sorted List, Renummered
Demo - C-3: Renummering a Sorted Resource List
Unit 06 Review

Unit 07: Finalizing the Task Plan

20m

Topic A: Finalizing Schedules

Slack

Demo - A-1: Displaying Critical Tasks and Free Slack

Effort Driven Schedules

Make a Task Non-Effort-Driven

Example of Smart Tag Options

Demo - A-2: Editing Effort-Driven and Non-Effort-Driven Tasks

Topic B: Handling Resource Conflicts

Resource Usage View

Demo - B-1: Viewing Resource Over-Allocation

Options to Level Resources Manually

Demo - B-3: Filtering for Specific Resources

Demo - B-4: Leveling a Resource

Unit 07 Review

Course Closure

Total Duration: 3hrs 6m