



## **MICROSOFT PROJECT 2007 BEGINNERS COURSE OUTLINE**

### **INTRODUCING PROJECT 2007**

- The Project 2007 Screen
- Using the Ask a Question Box
- Standard & Formatting Toolbar
- Task Panes
- Closing Microsoft Project
- Opening an existing Microsoft Project
- View Bar
- Project Guide
- Creating a new project
- Using templates

### **SETTING UP A PROJECT**

- File Properties
- Inputting Start and Finish Dates
- Setting up a Project Calendar
- Making a New Calendar
- Applying a new Calendar
- Saving a project
- Setting Currency and Language

### **TASKS, NOTES & MILESTONES**

- Entering Tasks
- Entering Subtasks
- Entering Task Durations
- Creating a Summary Task
- Recurring Tasks
- Task Notes
- Milestones

## **MANIPULATING TASKS & CONSTRAINTS**

- Adding Constraints
- Editing & deleting & moving Tasks

## **DEPENDENCIES**

- Finish-to-Start (FS) Dependencies
- Start-to-Start (SS) Dependencies
- Start-to-Finish (SF) Dependencies

## **RESOURCES**

- Creating a Resource List
- Working Time
- Rates
- Resource Notes
- Assigning Resources

## **VIEWS & SPLIT WINDOWS**

- Gantt Chart View
- Calendar View
- Network Diagram View
- Task Usage View
- Resource Graph View
- Resource Sheet View
- Resource Usage View
- Splitting the Window

## **PRINTING & REPORTS**

- Print Preview & Page Setup
- Print Dialog Box
- Overview Reports
- Current Activity Reports
- Cost Reports
- Assignments Reports
- Workload Reports
- Visual Reports

## **HELP DEMOS**

- Microsoft Project Help Demos

## **WHAT'S NEW IN PROJECT 2007?**

- Multiple Level Undo
- Task Drivers Pane
- Change Highlighting
- Visual Reports
- Cost Resources
- Office Assistant