



MS Project 2007 Essentials



MS Project 2007 Essentials Training Course

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analysing workloads for projects.

This workshop will get you up and running fast!

Learning Outcomes

At the end of this course, participants will be able to:

- Open and close Project
- Understand the Interface
- Create a blank project
- Create a project from a template
- Open and close project files
- Add tasks to a project
- Set constraints on tasks
- Understand key terms
- View task information
- Sort and filter tasks
- Understand Task Indicators
- Split tasks
- Link and unlink tasks
- Create summary and sub tasks
- Create recurring tasks
- Understand resources
- Add and view resource information
- Assign resources to tasks
- Level resources
- Understand different task and resource views, including the Team Planner
- Use the Tools tabs and format the Timescale
- Create a baseline
- Update tasks and update the project
- Understand the Project Status date
- View the critical path
- Use change highlighting
- Create basic and visual reports
- Compare projects



MS Project 2007 Essentials Training Course Outline

<p>Project 2007 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p>Project 2007 Training Course - Lesson 2 Opening and Closing Project</p> <ul style="list-style-type: none">• Opening Project• Understanding the Interface• Creating a Blank Project• Creating a Project from a Template• Opening and Closing Files• Closing Project
<p>Project 2007 Training Course - Lesson 3 Your First Project</p> <ul style="list-style-type: none">• Creating a Basic Project• Adding Tasks to Your Project• Setting Constraints on Tasks	<p>Project 2007 Training Course - Lesson 4 Adding Tasks</p> <ul style="list-style-type: none">• Understanding Key Terms• Viewing Task Information• Sorting and Filtering Tasks• Understanding Task Indicators• Sorting and Filtering Tasks• Understanding Task Indicators
<p>Project 2007 Training Course - Lesson 5 Advanced Task Operations</p> <ul style="list-style-type: none">• Splitting Tasks• Linking and Unlinking Tasks• Creating Summary and Sub Tasks• Creating Recurring Tasks	<p>Project 2007 Training Course - Lesson 6 Adding Resources</p> <ul style="list-style-type: none">• Understanding Resources• Adding Resources• Viewing Resource Information• Assigning Resources to Tasks• Levelling Resources
<p>Project 2007 Training Course - Lesson 7 Other Ways to View Project Information</p> <ul style="list-style-type: none">• The Team Planner• Important Task Views• Important Resource Views• Using the Tools Tabs• Formatting the Timescale	<p>Project 2007 Training Course - Lesson 8 Managing Your Project Status</p> <ul style="list-style-type: none">• Creating a Baseline• Updating Tasks• Updating the Project• About the Project Status Date

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Project 2007 Training Course - Lesson 9 **Updating and Tracking Your Progress**

- Viewing the Critical Path
- Using Change Highlighting
- Using the Task Inspector Pane

Project 2007 Training Course - Lesson 10 **Creating Reports**

- Creating Basic Reports
- Creating a Visual Report
- Comparing Projects

Project 2007 Training Course - Lesson 11 **Adding the Finishing Touches**

- Checking Your Spelling
- Using the Page Setup Dialog
- Printing a Project
- E-mailing a Project
- Creating a PDFE-Mailing Your Notes
- Printing Your Notes
- Creating a PDF

Project 2007 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

Project 2007 Essentials is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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