



Project 2010 Level 1

Create a Project

1 day

This course is currently under development and should be available in June 2012.

Is this course for you?

You are new to Microsoft Project, and want to learn how to create a project plan using the software.

There is also a half-day upgrade course available for those who have used previous versions of Microsoft Project.

Pre-requisites

The course assumes that delegates are familiar with:

- basic Windows operations, including using a mouse and opening and saving files
- entering and editing text

Course duration

1 day

Course objectives

At the end of the course, you will be able to set up a project file, build a schedule of tasks, print out project plans and track project progress.

Find your way round Project 2010

- The Project screen
- Accessing help

Set up a project

- Set a start date
- Create a project calendar
- Enter holidays
- Set Project options

Choose scheduling options

- Understand manual and automatic scheduling
- Create a manually scheduled project

Create a list of tasks

- Enter task details
- Create project milestones
- Edit the task list
- Create a project outline

Build the Project schedule

- Understand the four types of relationship
- Link tasks
- Add leads and lags to tasks
- Set deadlines
- Add constraints to tasks

Add information to tasks

- Add a note to a task
- Add a hyperlink to related data
- Use the Task Information dialog

Work with the Gantt Chart

- Change information displayed
- Find a project's critical path
- Inspect a task to understand its scheduling
- Filter tasks
- Zoom in or out of the project plan

Distribute project information

- Set up a Gantt Chart for printing
- Add headers and footers
- Print a Gantt Chart
- Copy a Gantt Chart for use in other programs

Use the timeline

- Add a task to the timeline
- Copy the timeline

Work with resources

- Create resources
- Change resource calendar
- Assign resources to tasks
- Check workloads for resources
(Project Professional only)
- Use the Team Planner to organise manually scheduled tasks

Track project progress

- Save a baseline
- Enter progress information
- Use the Tracking Gantt

This is a provisional course outline and may change