

## ***Microsoft Project basics***

- Overview of Project
- The Project screen
- Working with views
- Working with combination views
- Working with tables
- Working with the Gantt chart view
- Understanding Project menus
- Working with existing project files
- Exiting from Project

## ***Help***

- Printed help sources
- Using Project help
- Working with the Office Assistant
- Creating a new project
- New project overview
- Understanding your project

## ***Creating a new project***

- Saving a new project file
- Setting specific options
- Pitfalls in changing options
- Adjusting standard calendars
- Creating public holidays
- Creating a new calendar
- Specifying project summary information
- Specifying project information

## ***Project Management***

- What is a project?
- Tasks and resources
- The importance of planning
- Steps in project management
- Project management tools
- Using a computer
- Advantages and Disadvantages of Project

## ***Creating tasks***

- Overview of creating tasks
- Reviewing the project
- Entering tasks
- Creating summary tasks
- Moving about a sheet
- Working with summary tasks

## ***Task durations***

- Task duration
- Entering task durations
- Displaying critical tasks
- Checking project status
- Understanding project slack
- Entering milestones

## ***Creating relationships***

- Overview of creating relationships
- Catching up with the case study
- Creating relationships using the link tool and task entry
- Using task information for relationships
- Creating relationships in a sheet
- Keeping to schedule using relationships
- Entering lag time
- Entering lead time

## ***Resourcing a project***

- Overview of resourcing
- Creating a resource pool
- Entering materials
- Assigning calendars to resources
- Adjusting resource information
- Changing the unit display

### ***Assignment concepts***

- Understanding resource assignment
- Projects calculation methodologies
- Understanding effort
- Creating simple assignments
- Understanding task types
- Working with fixed unit assignments
- Working with fixed duration assignments
- Working with fixed work assignments  
Working with the driver resource
- Understanding effort driven resourcing
- Disabling effort driven resourcing

### ***Assigning resources***

- Overview of assigning resources
- Assigning resources using task entry view
- Assigning part time resources
- Contouring resource usage
- Assigning specific work times
- Problem assignments
- Assigning resources in task information
- Assigning resources in a sheet
- Assigning resources you don't have