

Microsoft Office Project 2010: Basic

Course Overview

This course teaches the basic commands and features of Microsoft Project 2010. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Students will finish up the course with learning how to resolve resource conflicts.

Course Outline

<u>Course Introduction</u>	3m
Course Introduction	
<u>Unit 01: Getting Started</u>	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	
<u>Unit 02: Tasks</u>	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
Renumber a Sorted List
The Sorted List, Renumbered
Demo - C-3: Renumbering 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