

## **Microsoft Project 2007 - Level 1 Training**

- **Course Number:** Project2k71
- **Length:** 1 Day(s)

### **Certification Exam**

No Microsoft Certified Professional exams are associated with this course.

### **Course Overview**

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.

### **Prerequisites**

Students enrolled for this course should have the following:

- An understanding of project management concepts.
- Knowledge of a Windows operating system, either Windows XP or Windows Vista.

Also, a basic knowledge of Microsoft Word and Microsoft Excel is helpful, but not required.

### **Audience**

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

### **Course Outline**

- Course Introduction
- Lesson 1 - Getting Started with Microsoft Project
- Getting Started with Microsoft Project
- The Project Management Process
- The Microsoft Project Environment
- Microsoft Project Views
- Demo - Screens
- View Format
- Lesson 1 Review
- Lesson 2 - Creating a Project Plan
- Creating a Project Plan
- The Project Guide
- Demo - Create a New Project Plan

- Calendars
- Demo - Calendar and Tasks
- Tasks
- Duration
- Demo - Estimated Durations
- Work
- Units
- Milestone
- Resources
- Lesson 2 Review
- Lesson 3 - Managing Tasks in a Project Plan
- Managing Tasks in a Project Plan
- Outlining
- Outline Tasks
- Demo - Outline Tasks
- Recurring Tasks
- Link Dependant Tasks
- Demo - Link the Project Plan
- Set a Constraint to a Task
- Demo - Constraints
- Set a Task Deadline
- Add Notes to a Task
- Lesson 3 Review
- Lesson 4 - Managing Resources in a Project Plan
- Managing Resources in a Project Plan
- How to Create a Resource
- Calendar
- Demo - Resource Calendar
- Assign Resources to Tasks
- Assign Additional Resources to a Task
- Demo - Enter Resource
- Enter Costs for Resources
- Enter Values for Budget Resources
- Demo - Enter Costs
- Resolve Resource Conflicts
- Lesson 4 Review
- Lesson 5 - Finalizing the Project Plan
- Finalizing the Project Plan
- Display the Critical Path
- Demo - Critical Path
- Shorten the Project Duration
- Demo - Divide
- Set a Baseline
- Demo - Baseline
- Print a Project Summary Report

- Report Types
- Demo - Reports
- Lesson 5 Review
- Course Closure