

Microsoft Project 2007

Course Aims

This course introduces the basic skills necessary for using MS Project 2007.

It includes learning project basics, work with tasks, making adjustments to tasks, outlining tasks, working with views and working with resources. It also includes tasks such as working with calendars, adjusting resources, assigning tasks, working with the critical path.

Trainees will also learn how to customise project information, starting/ending/resuming information, using more customisation features, working with baselines, tracking your progress, evaluating and distributing data. Some lessons include finishing a project, working with multiple projects, working with resource pools, importing and exporting data, working with graphics and web pages.

Prerequisites

An understanding of Windows / MS Project 98 to 2003 will be an added advantage.

Level	Duration	Time
Basic & Intermediate	4 Days / 32 Hours	9:00 am to 5:00 pm

Part 1: Managing a Simple Project

Module 1: Getting Started with Project

- Managing Your Projects with Project
- Starting Project Standard
- Starting Project Professional
- Exploring Views
- Exploring Reports
- Creating a New Project Plan
- Setting Networking Days
- Entering Project Properties

Module 2: Creating a Task List

- Entering Tasks
- Estimating Durations
- Entering a Milestone
- Organizing Tasks into Phases
- Linking Tasks
- Documenting Tasks
- Checking the Plan's Duration

Module 3: Setting Up Resources

- Setting Up People Resources
- Setting Up Equipment Resources
- Setting Up Material Resources
- Setting Up Cost Resources
- Entering Resource Pay Rates
- Adjusting Working Time for Individual Resources
- Documenting Resources

Module 4: Assigning Resources to Tasks

- Assigning Work Resources to Tasks
- Assigning Additional Resources to a Task
- Assigning Material Resources to Tasks
- Assigning Cost Resources to Tasks

Module 5: Formatting and Printing Your Plan

- Creating a Custom Gantt Chart View
- Drawing on a Gantt Chart
- Formatting Text in a View
- Formatting and Printing Reports

Module 6: Tracking Progress on Tasks

- Saving a Project Baseline
- Tracking a Project as Scheduled
- Entering a Task's Completion Percentage
- Entering Actual Values for Tasks

Part 2: Advanced Project Scheduling

Module 7: Fine-Tuning Task Details

- Adjusting Task Relationships
- Setting Task Constraints
- Viewing the Project's Critical Path
- Interrupting Work on a Task
- Adjusting Working Time for Individual Tasks
- Changing Task Types
- Entering Deadline Dates
- Entering Fixed Costs
- Setting up a Recurring Task

Module 8: Fine-Tuning Resource and Assignment Details

- Entering Multiple Pay Rates for a Resource
- Setting Up Pay Rates to Apply at Different Times
- Setting Up Resource Availability to Apply at Different Times
- Delaying the Start of Assignments
- Applying Constraints to Assignments
- Applying Different Cost Rates to Assignments
- Entering Material Resource Consumption Rates

Module 9: Fine-Tuning the Project Plan

- Examining Resource Allocations over Time
- Manually Resolving Resource Overallocations
- Leveling Overallocated Resources
- Examining Project Costs
- Checking the Project's Finish Date

Module 10: Organizing and Formatting Project Details

- Sorting Project Details
- Grouping Project Details
- Filtering Project Details
- Customizing Tables
- Customizing Views

Module 11: Printing Project Information

- Printing Your Project Plan
- Printing Views
- Printing Reports

Module 12: Sharing Project Information with Other Programs

- Copying and Pasting with Project
- Opening Other File Formats in Project

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Microsoft Project 2007 Bonnie Biafore, 2007 Big and small projects alike include schedules budgets communications and changes This guide teaches readers how to track and adjust schedules and budgets test scenarios and understand the impact of changes Word 2007 Macros & VBA Made Easy Guy Hart-Davis, 2009-03-31 Get beyond the basics with Word 2007 Now you can take your Microsoft Word skills to the next level with help from this hands on guide Word 2007 Macros VBA Made Easy shows you how to automate tasks using the tools available in Word s built in VBA programming language You ll learn how to record create customize debug and share macros Discover how easy it is to develop your own macros save time and boost productivity Record time saving macros in moments Edit your recorded macros to add power and flexibility Control your macros with message and input boxes Create custom dialog boxes or use Word s built in options Repeat actions easily as many times as needed Store essential data in variables and constants Work with text bookmarks and tables Create documents templates and folders automatically Debug your macros and build smart error handlers Share your macros safely with other users **VBA Programming for Microsoft Office Project** Rod Gill, 2006 In the first book devoted to Microsoft Project VBA Gill helps professionals get the most from the world s most popular Project Management tool by showing ways to automate away the drudgeries of schedule manipulation how to vastly enhance reporting capabilities and to integrate with other Microsoft Office applications *Mastering VBA for Microsoft Office 2007* Richard Mansfield, 2008-07-21 Even if you re not a programmer you can quickly learn to write macros automate tasks and create custom applications for Office 2007 with Microsoft s Visual Basic for Applications VBA and the in depth instruction in this comprehensive guide You ll jump right into the basics of recording and running macros with Office s built in Macro Recorder before quickly moving to the essentials of VBA syntax using loops and functions building effective code and programming applications in Word Excel PowerPoint Outlook and Access Includes pages of real world examples and techniques **Professional Microsoft SharePoint 2007 Development Using Microsoft Silverlight 2** Steve Fox, Paul Stubbs, 2009-03-03 Silverlight is a cross browser cross platform and cross device plug in for delivering the next generation of NET based rich interactive applications RIAs for the Web SharePoint is Microsoft s portal development platform and the fastest growing server product at Microsoft If you are seeking to leverage Silverlight 2 0 to optimize SharePoint 2007 you will find what you need in this advanced guide from a well known author team of Microsoft insiders The book shows you how to build integrated solutions step by step how to integrate Silverlight applications with different SharePoint objects such as lists Web parts and others and provides source code so you can replicate and test the code on your own *Microsoft Office Excel 2007 Visual Basic for Applications Step by Step* Reed Jacobson, 2007-05-16 Quickly teach yourself how to automate tasks and create custom spreadsheet solutions with Excel 2007 Visual Basic for Applications VBA With Step By Step you set the pace building and practicing the skills you need just when you need them Create macros to automate repetitive tasks Automatically format charts shapes and text Manipulate

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What's New Microsoft Office Project 2007 Dale A. Howard,Gary Chefetz,2007 Designed as a quick learning guide to get project managers up to speed with the new features in Microsoft Office Project 2007 this handbook covers everything in this latest edition including two additional planning support features

Tricks of the Microsoft Office 2007 Gurus Paul McFedries,2007-05-16 Paul McFedries an Office insider that will help you learn the Office applications inside and out Designed to bridge the gap between your expectation and reality you will go beyond the basics and learn newly discovered techniques shortcuts and best practices Through real world examples that showcase how the tips and tricks can be used in everyday business tasks Tricks of the Microsoft Office 2007 Gurus will help you get the most out of Office 2007 Part I MICROSOFT WORD TRICKS Chapter 1 Text Tricks Chapter 2 Formatting Tricks Chapter 3 Document Tricks Chapter 4 Page Layout Tricks Part II MICROSOFT EXCEL TRICKS Chapter 5 Formula and Function Tricks Chapter 6 Workbook and Worksheet Tricks Chapter 7 Data Analysis Tricks Chapter 8 Chart Tricks III MICROSOFT POWERPOINT TRICKS Chapter 9 Slide and Presentation Tricks Chapter 10 Animation Tricks Chapter 11 Slide Show Tricks IV MICROSOFT OUTLOOK TRICKS Chapter 12 Email Tricks Chapter 13 Calendar and Contacts Tricks V MICROSOFT ACCESS TRICKS 14 Table and Query Tricks Chapter 15 Form and Report Tricks APPENDIXES Author Bio Paul McFedries is well known as a teacher of Office Windows and programming particularly VBA He is the president of Logophilia Limited a technical writing company Paul has been writing programs for PCs for more than 25 years and has been developing VBA applications since Microsoft first added VBA to the Office suite in 1994 Now primarily a writer Paul has written more than 50 books that have sold more than three million copies worldwide These books include Access 2007 Forms Reports and Queries Que 2007 Formulas and Functions with Excel 2007 Que 2007 VBA for the 2007 Microsoft Office System Que 2007 and Windows Vista Unleashed Sams 2006

PCs Made Easy Reader's Digest Association, Incorporated, The,2001 Excel 2007 VBA Programmer's Reference John Green,Stephen Bullen,Rob Bovey,Michael Alexander,2011-08-10 This book is aimed squarely at Excel users who want to harness the power of the VBA language in their Excel applications At all times the VBA language is presented in the context of Excel not just as a general application programming language The Primer has been written for those who are new to VBA programming and the Excel object model It introduces the VBA language and the features of the language that are common to all VBA applications It explains the relationship between collections objects properties methods and events and shows how to relate these concepts to Excel through its object model It also shows how to use the Visual Basic Editor and its multitude of tools including how to obtain help The middle section of the book takes the

key objects in Excel and shows through many practical examples how to go about working with those objects The techniques presented have been developed through the exchange of ideas of many talented Excel VBA programmers over many years and show the best way to gain access to workbooks worksheets charts ranges and so on The emphasis is on efficiency that is how to write code that is readable and easy to maintain and that runs at maximum speed In addition the chapters devoted to accessing external databases detail techniques for accessing data in a range of formats The final four chapters of the book address the following advanced issues linking Excel to the Internet writing code for international compatibility programming the Visual Basic Editor and how to use the functions in the Win32 API Windows 32 bit Application Programming Interface

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