

# 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, sharing/sending/saving 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

# Microsoft Project 2007 Made Easy One Module At A Time

**Tony Campbell, Jonathan Hassell**



## **Microsoft Project 2007 Made Easy One Module At A Time:**

**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 *Ultimate Learning Guide to Microsoft Office Project 2007* Dale A. Howard, Gary Chefetz, 2007 Designed for professionals seeking a complete learning experience and reference manual for managing projects using the Microsoft Office Project 2007 desktop application this book can teach them how to use the software effectively Mastering VBA for Microsoft Office 2007 Richard Mansfield, 2012-06-22 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 **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

**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

*Access 2007: The Missing Manual* Matthew MacDonald, 2007 Written from the ground up for this redesigned application this guide will

help readers design and maintain complete databases search for valuable nuggets of information and build attractive forms for quick and easy data entry

**The Rational Guide to Microsoft Office Access 2007 Templates** Zac Woodall, 2007 In this book Microsoft Program Manager Zac Woodall shows developers and IT pros how to use the new template architecture in Access 2007 to deliver rich data centric tracking applications He explains what Access templates are how they are used and how to create them His discussion of template design and customization includes details that every template designer should know such as design guidelines best practices and advice for overcoming technical hurdles Advanced topics include personalization designing for SharePoint template security enterprise deployment and a detailed breakdown of the template accdt file format In only 256 pages this book helps the reader to Design Access 2007 Templates Build Enterprise Templates for Access 2007 Implement Secure Access 2007 Templates This book comes with a bonus chapter Customizing the Field Templates Task Pane and five bonus sample templates which readers can use in their own projects Access Add In Access Ribbon XML Contacts Modified Table Creator and Template Maker These valuable bonus materials are available as a web site download

*Outlook 2007* Tony Campbell, Jonathan Hassell, 2007-12-03 Many people use Outlook either by choice or by force but few of them do more than scratch the surface of the personal information managers many features And after years of spending hours each day within Outlook most users become at least proficient with its base features Outlook 2007 Beyond the Manual takes you to the next level showing you how to better manage your time tasks mail and activities using Outlooks sometimes hidden and sometimes undiscovered features Freshly written for and based on Outlook 2007 this book doesnt waste your time showing you how to send an e mail but tells you how to make yourself more efficient less cluttered and more clear about whats happening in your life This book goes farther faster into Outlooks advanced capabilities than other books It shows you how to take control of the flow of information and time in your life and use Outlook to keep better tabs on it It helps you take the thinking out of e mail management the tedium out of appointments and meeting scheduling and the rottenness out of manual tasks Doesn t waste time with introductory features Highlights new Outlook 2007 capabilities and improvements Discusses quick troubleshooting options so you don t wait on hold with your tech support group Shows integration with other Office products SharePoint Word etc Includes a treatment of popular Outlook add ins and add ons Shows programmatic development capabilities of Outlook

**PCs Made Easy** Reader's Digest Association, Incorporated, The, 2001

*Popular Science* , 2003-12 Popular Science gives our readers the information and tools to improve their technology and their world The core belief that Popular Science and our readers share The future is going to be better and science and technology are the driving forces that will help make it better

*Effective Time Management* Holger Woeltje, Lothar Seiwert, 2011-09-26 Take charge and create an effective balance between your work and personal life with the help of Microsoft Outlook In this practical guide two experts teach you a proven time management system showing you how to set and manage your priorities with custom modifications to Outlook Sharpen your focus combat distractions and manage

your time with complete confidence Get the skills to take control of your schedule Organize email in a systematic way and keep your inbox clean Schedule time for productivity and defend it against interruptions Apply Outlook filters to help you manage tasks and projects Make time for family and fun plan your work and private lives together Use Outlook with Microsoft OneNote to capture ideas and set goals Learn effective time management techniques with practical examples

*InfoWorld* ,1997-07-28 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **VBA For Dummies** John Paul Mueller,2007-01-29 VBA helps you put your computer in its place Write programs that automate tasks and make Office 2007 work better for you If your computer is becoming your boss instead of your servant start using VBA to tell it what to do Here s the latest on the VBA IDE and program containers debugging and controlling your programs working with multiple applications using a single program and the most exciting stuff programming for all the Office 2007 applications Discover how to Customize an application s interface Quick launch a VBA program Store and modify information Use VBA with the Ribbon Understand object oriented programming Avoid runtime errors Computerworld ,2005-03-14 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network Pro Visual Studio Team System Application Lifecycle Management Joachim Rossberg,2008-12-10 You can have the best coders in the world working in your teams but if your project management isn t up to scratch your project is almost certain to be delayed to come in over budget and in some cases to fail entirely By taking precise control of your application development process you can make changes both large and small throughout your project s life cycle that will lead to better quality finished products that are consistently delivered on time and within budget Application lifecycle management ALM is an area of rapidly growing interest within the development community Because its techniques allow you to deal with the process of developing applications across many areas of responsibility and across many different disciplines its effects on your project can be wide ranging and pronounced It is a project management tool that has practical implications for the whole team from architects to designers from developers to testers This book focuses on the most powerful ALM tool available for the Microsoft NET Framework Visual Studio Team System VSTS It demonstrates the key concepts and techniques of ALM and illustrates how they can be achieved using the tools VSTS provides in a clear succinct style After reading the book you will understand how VSTS can be used to generate continuous meaningful reporting on your project s health for the decision makers on your team as well as for your project s sponsors *Visual Basic 2005 with .NET 3.0 Programmer's Reference* Rod Stephens,2007-05-23 With this completely up to date tutorial and reference you ll quickly learn how to develop Visual Basic VB programs that leverage the latest features of Vista and NET 3 0 You ll get in depth descriptions of the development environment basic program syntax and standard

controls Plus you ll explore the fundamental concepts in object oriented programming with VB discover how to take advantage of specific VB features learn how to draw images use GDI routines and generate printed output *InfoWorld*  
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