

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

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Microsoft Project 2007 Made Easy One Module At A Time:

Microsoft Project 2007 Made Easy One Module At A Time: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels enthralling the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have charmed audiences this year. Microsoft Project 2007 Made Easy One Module At A Time : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Microsoft Project 2007 Made Easy One Module At A Time : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens' "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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