

Microsoft Project 2000

Course Level : Introduction

Course Duration : 2 Days

Prerequisites : Knowledge of Network Analysis would be beneficial



▼ Course Content

○ Course Objectives

○ What is Project?

○ Loading Project

○ Discussing some terminology

- Choose
- Dimmed
- Select
- Unselect

○ Using Help

- Help Contents
- Search for help
- Tip of the Day
- Cue cards

○ Planning the Project

- Project Management
- Traditional Models
- Critical Path Method
- Program Evaluation
- Review Technique
- Gantt Chart

○ The Project Screen

- Title Bar
- Menu Bar
- Toolbar
- Scroll Bars

○ Creating a Schedule

- Create Summary Information
- The Gantt Chart
- Entering Tasks
- Milestones & Recurring Tasks
- Entering durations
- Outlining Tasks
- Saving the task

○ Files and filenames

- valid and invalid characters
- invalid names

○ Adding Resources

○ Formatting the Gantt Chart

- Tasks
- Gantt Bars

○ Printing the Schedule

○ Organising the Schedule

- Changing task duration
- Demote & Promote Tasks
- Collapse & Expand Outlines
- Working days/hours
- Linking Tasks
- Overlapping & Delaying Tasks
- Task Constraints

○ Organising Resources

- Resource List
- Assign a resource
- Remove a resource
- Control a resource
- Hours/days Off
- Assign a calendar

○ Producing Graphs

○ Producing Reports