

Microsoft Project 98

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