MICROSOFT PROJECT 2010 INTRODUCTION TRAINING

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MS Project 2010 Essentials

COURSE LENGTH: 1.0 DAYS

The Microsoft Project 2010 Introduction Course is designed to teach you the basic skills required to use Project 2010 in effectively managing and keeping track of your projects from planning to completion.

The Microsoft Project 2010 Introduction training course includes the following: familiarization with project management concepts & principles, Project 2010's interface components, creating projects and tasks list, setting task durations and constraints, working in manual or automatic scheduling mode, formatting a Gantt chart and Timeline, using the Cost table and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT PROJECT 2010 INTRODUCTION TRAINING COURSE OUTLINE

FOREWORD

This Project 2010 Introduction training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, teaches the basic commands and features of Microsoft Project 2010. Participants will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables.

Participants will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

OUTCOMES

By the end of this training course, participants will:
- Become familiar with project management concepts & principles
- Learn to identify Project 2010 interface components
- Identify Gantt chart elements
- Create projects
- Set the project start date
- Create a task list
- Work in manual scheduling mode
- Work in automatic scheduling mode
- Change the default scheduling mode
- Set task durations
- Modify & rearrange tasks
- Format a Gantt chart
- Link & unlink tasks
- Change task predecessors
- Apply lead & lag time
- Modify task relationships
- Set task constraints
- Create resource pools
- Use the Cost table
- Format the Timeline
- Apply filter & Auto Filters
- Highlight information
- Group & sort tasks & resources
- Display critical tasks
- Display free slack
- Apply automatic resource leveling
- Level resources manually

MODULES

Lesson 1: Introduction
- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Lesson 2: Resource management
- The base calendar
- Resources and calendars
- Project costs

Lesson 3: Getting started
- Project management concepts
- The Project window
- Project files
- The Help window

Lesson 4: Views and tables
- Working with views
- Working with tables

Lesson 5: Tasks
- Creating a task list
- Modifying a task list
- The Work Breakdown Structure

Lesson 6: Filters, groups and sorting
- Filters
- Groups
- Sorting tasks and resources

Lesson 7: Task scheduling
- Task links
- Task relationships
- Task options

Lesson 8: Finalizing the task plan
- Finalizing schedules
- Handling resource conflicts

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote