



MS Project 2007 Essentials



Course Length: 1.0 days

The Microsoft Project 2007 Essentials training course is designed to provide project managers with the skills to use the basic features of this project management application in planning, managing budgets and other resources and keeping track of the progress of their projects.

After completing this course, you will have learned how to: understand and use Project 2007's interface, create a blank Project from a template, use the Tools Tab, add tasks to a Project, use the Team Planner to view the project information, create a Baseline Plan, update the project's status, create reports 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.

You may attend the scheduled public classes or choose the Client Site Training course which could be tailored to your particular needs and schedule.

Microsoft Project 2007 Essentials Training Course Outline

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets and analyzing workloads for projects.

By the end of this training course, participants will:

- Open and close Project
- Understand the Interface
- Create a blank project
- Create a project from a template
- Open and close project files
- Add tasks to a project
- Set constraints on tasks
- Understand key terms
- View task information
- Sort and filter tasks
- Understand Task Indicators
- Split tasks
- Link and unlink tasks
- Create summary and sub tasks
- Create recurring tasks
- Understand resources
- Add and view resource information
- Assign resources to tasks
- Level resources
- Understand different task and resource views, including the Team Planner
- Use the Tools tabs and format the Timescale
- Create a baseline
- Update tasks and update the project
- Understand the Project Status date
- View the critical path
- Use change highlighting
- Create basic and visual reports
- Compare projects

Project 2007 Essentials Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

Project 2007 Essentials Training Course - Lesson 7 **Other Ways to View Project Information**

- The Team Planner
- Important Task Views
- Important Resource Views
- Using the Tools Tabs
- Formatting the Timescale

Project 2007 Essentials Training Course - Lesson 2 **Opening and Closing Project**

- Opening Project
- Understanding the Interface
- Creating a Blank Project

Project 2007 Essentials Training Course - Lesson 8 **Managing Your Project Status**

- Creating a Baseline
- Updating Tasks
- Updating the Project



- Creating a Project from a Template
- Opening and Closing Files
- Closing Project

Project 2007 Essentials Training Course - Lesson 3
Your First Project

- Creating a Basic Project
- Adding Tasks to Your Project
- Setting Constraints on Tasks

Project 2007 Essentials Training Course - Lesson 4
Adding Tasks

- Understanding Key Terms
- Viewing Task Information
- Sorting and Filtering Tasks
- Understanding Task Indicators
- Sorting and Filtering Tasks
- Understanding Task Indicators

Project 2007 Essentials Training Course - Lesson 5
Advanced Task Operations

- Splitting Tasks
- Linking and Unlinking Tasks
- Creating Summary and Sub Tasks
- Creating Recurring Tasks

Project 2007 Essentials Training Course - Lesson 6
Adding Resources

- Understanding Resources
- Adding Resources
- Viewing Resource Information
- Assigning Resources to Tasks
- Leveling Resources

- About the Project Status Date

Project 2007 Essentials Training Course - Lesson 9
Updating and Tracking Your Progress

- Viewing the Critical Path
- Using Change Highlighting
- Using the Task Inspector Pane

Project 2007 Essentials Training Course - Lesson 10
Creating Reports

- Creating Basic Reports
- Creating a Visual Report
- Comparing Projects

Project 2007 Essentials Training Course - Lesson 11
Adding the Finishing Touches

- Checking Your Spelling
- Using the Page Setup Dialog
- Printing a Project
- E-mailing a Project
- E-Mailing Your Notes
- Printing Your Notes
- Creating a PDF

Project 2007 Essentials Training Course - Lesson 12
Wrapping Up

- Words from the Wise

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/project-2007-training-delivered-by-pdtrainings-project-2007-training-specialists-offering-training-courses-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

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