



Microsoft Project 2007 -Advanced

Click here for course dates and to register.

Microsoft Project is a two-day course where students will learn project management tools with the right blend of usability, power, and flexibility, so you can manage projects more efficiently and effectively. You can stay informed and control project work, schedules, and finances, keep project teams aligned, and be more productive through integration with familiar Microsoft Office system programs, powerful reporting, guided planning, and flexible tools.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to create, review, edit, and enhance complex business documents.



Microsoft Project 2007 2 Day

The Fundamentals
 Planning the Project
 Understanding Project Management
 Understanding the Project Database
 What's New in Project 2007
 Understanding the Project 2007 Screen
 Using Common Views
 Using More Views
 Creating a New Project
 Working with the Project Information Dialog Box
 Adjusting Working Hours
 Creating a New Calendar
 Using the Project Guide'
 Printing a View'

Entering the Task List
 Estimating Task Duration
 Entering a Milestone
 Organizing Tasks into Phases
 Linking Tasks-Unlinking Tasks
 Editing Task Links
 Using the Task Information Dialog Box
 Moving and Copying Tasks

Entering and Assigning Resources
 Entering People Resources
 Entering Equipment Resources
 Entering Material Resources
 Adjusting Individual Resources Working Schedules
 Using Resource Notes
 Understanding Effort Driven Project Scheduling
 Assigning Resources to Tasks
 Assigning Additional Resources to Tasks
 Assigning Material Resources to Tasks

Viewing the Project
 Using Split Views
 Sorting Information
 Grouping Information
 Filtering Information
 Using AutoFilters
 Using Zoom

Working With Tasks
 Overlapping Tasks
 Delaying Tasks
 Setting Tasks Constraints
 Splitting Tasks
 Understanding Task Type
 Assigning a Task Calendar
 Understanding Task Indicators

Working with Resources
 Delaying a Resource Start Time
 Applying Predefined Resource Contours
 Specifying Resource Availability Dates
 Grouping Resources
 Assigning a Resource Calendar

Working with Costs
 Entering Resource Overtime Rates
 Specifying Pay Rates fro Different Dates
 Adding Pay Rates for a Resource
 Applying a Different Pay Rate to an Assignment
 Using Material Resource Consumption Rates
 Entering Task Fixed Costs

Balancing the Project
 Scheduling Resource Overtime
 Identifying Resource Overallocation
 Balancing Resource Overallocations Manually
 Balancing Resource Overallocations Automatically

Updating Project Progress
 Saving a Baseline Plan
 Updating the Entire Project
 Updating Task Actual Values
 Updating Task Completion Percentage
 Updating Actual Work
 Updating Actual Costs

Checking Project Progress
 Viewing Project Statistics
 Viewing Project Costs
 Viewing the Project's Critical Path
 Checking Duration Variance
 Checking Work Variance
 Checking Cost Variance
 Identifying Slipped Tasks
 Saving an Interim Plan

Working with Reports
 Opening a Report
 Adding Page Element to a Report
 Sorting a Report
 Defining Report Contents
 Create a Visual Report

Working with Multiple Projects
 Creating Links Between Projects
 Consolidating Projects
 Viewing Multiple Projects Critical Paths
 Viewing Consolidated Project Statistics

