

Microsoft Office Project 2003 (Introduction)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft Project 2003 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for participants who need to know how to use Microsoft Project 2003 including setting up new projects, adjusting calendars and creating tasks.

Prerequisites: This course assumes no prior knowledge of Microsoft Project 2003. Participants are expected to have a general understanding of Windows operating systems in order to start applications, work with and copy files, and locate file folders.

Products Covered:
Microsoft Office Project 2003

Further Training:
Microsoft Office Project 2003 (Intermediate)
Microsoft Office Project 2003 (Advanced)

Course Description

This one day, instructor-led course teaches you to use basic features of Microsoft Project 2003 including setting up new projects, adjusting calendars and creating tasks.

Objectives

At the completion of this course, participants will be able to:

- Create and save a project
- Edit tasks and deadlines
- Create a project calendar
- Setting and following a project plan
- Viewing and printing projects

Topics Covered

Starting Out

What Is A Project?
Why Use Project 2003?
Opening Microsoft Project 2003
Using Task Panes , Menus And Toolbars
About Dialog Boxes

Using Project

Menu Overview
Using The Toolbars
Using The Project Guide

Managing Project Files

Opening and Saving Project Files
Re-Saving A Project File
Switching Between Open Projects

Getting Help In Project

Using The Help Menu
Using The Office Assistant
Using The Type A Question Box
Getting Help In A Dialog Box

Creating A Project

Planning and Creating Your Project
Entering Project Information
Setting Working Time

Creating Tasks

Entering New Tasks
Changing A Task's Duration
Moving, Inserting and Deleting A Task

Editing Tasks

Opening The Task Information Dialog
Setting Milestones
Creating Recurring Tasks and Subtasks
Creating Summary Tasks

Setting Constraints

Types Of Constraints
Creating A Constraint
Setting Task Deadlines
Constraints Vs. Deadlines

Creating The Project Calendar

Setting Up The Calendar
Creating A New Calendar
Changing Calendar Views
Adjusting The Timescale

Setting A Project's Baseline

Saving, Clearing and Viewing A Baseline

Setting A Project's Interim Plan

Viewing and Clearing An Interim Plan

Setting A Project's Critical Path

How Does Project Determine The Critical Path?

Viewing The Critical Path

Shortening The Critical Path

Printing And Viewing A Project

Checking Spelling In A Project
Cutting, Copying, And Pasting

Using Undo And Redo

Inserting Page Breaks

Changing Your View

Using Zoom

Using The View Bar

Using The Find Dialog

Using Page Setup

Setting Page Options

Setting Margins

Setting Headers And Footers

Modifying The Legend

Changing View Settings

Printing A Project

Opening Print Preview

Using Print Preview

Using Print Commands

Using The Print Dialog

Using The Project Guide For Printing Wizard