

Microsoft Office Project 2007 (Intermediate)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Certified instructor, comprehensive course manual, individual computer access and refreshments.

Prerequisites: 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.

Completion of Microsoft Office Project 2007 (Introduction) is recommended, but not compulsory. Participants are however expected to be familiar with the concepts covered.

Products Covered:
Microsoft Office Project 2007

Further Training:
Microsoft Project 2007 Advanced

Course Description

This one-day, instructor-led course is an in depth look at scheduling projects using Microsoft Project 2007. It covers all of the essential information required to create a reasonably complex project schedule. Using a hands-on approach, learners will become proficient in the Project process from assigning resources and tasks through to completion.

Audience

This course is intended for people who need to know how to manage projects using Microsoft Project 2007, but have little or no existing knowledge of the application.

Objectives

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

- use Project templates
- assign resources and tasks
- edit and complete tasks and deal with conflicts

Topics Covered

Saving your Files

Using File Formats and Properties
Using Auto Save
Setting Save Options

Using Templates

Opening and Creating a Template
Accessing a Custom Template
Using and Saving Template Previews

Viewing your Files

Opening a New Window
Arranging and Splitting Windows
Hiding or Unhiding a Window

Advanced Views

Using Multiple Views
Viewing Tables
Sorting Information
Using Filters and AutoFilter

Resource Basics

The Work Units Duration Equation
Creating a Resource List
Assigning Work and Materials
Using the Resource Information Dialogue
Using the Project Guide Task Pane

Editing Resources

Changing a Resource Calendar
Editing Working Time
Grouping and Removing Resources

Resources and Tasks

Assigning a Resource to a Task
Using Task Usage View
Using the Assign Resources Dialogue
Removing or Replacing a Resource
Resource Sheet, Usage and Graph Views

Resource Conflicts

Determining Resource Conflicts
Using the Resource Management Toolbar
Reassigning Resources
Scheduling Overtime

Leveling Resources

Leveling Calculations and Leveling Range
Resolving Over Allocations

Working with Tasks

Using the Task Form and Entry View
Using the Task Name Form

Working with Tasks

Task Indicators and Calendars
Using Change Highlighting
Using the Task Drivers Pane

Linking Tasks

Linking/Unlinking Tasks within a Project
Linking/Unlinking Tasks Across Projects
Using Lag Time and Lead Time

Editing Tasks

Updating Calculation Options
Splitting and Overlapping a Task
Delaying Tasks
Assigning Variable Units
Organizing Tasks into Phases

Completing Tasks

Entering Task Completion
Updating Start and Finish Dates
Changing Remaining Work and Duration

Working with Variances

Using the Variance Table
Checking for Variances
Work and Cost Variances

Creating Reports

Creating a Pre-Defined Report
Creating a Custom Report
Creating Visual Reports
Choosing and Editing a Report
Creating and Modifying a Template

Saving Cube Data

Choosing the OLAP Cube
Using the Field Picker
Saving the Cube

Using Other Reports

Using the Copy Picture Feature
Wizard
Creating a Report from a View