Microsoft Project 2000 Fundamentals – Course Outline

Session objectives

Session 1 – Introduction

- Introduction & Orientation
- Install Microsoft Project
- Start Microsoft Project
- Understand the Start-up Screen
- Understand the Default Screen
- Use the Selection Bars
- Format the Gantt Timescale
- Edit Gridlines
- Create a new project
- Understand the Tools/Option menu
- Open existing projects
- Save files
- Discard changes
- Close Microsoft Project
- Use the different Help features

Session 2 – Calendars

- Understand the different Calendar types
- Change the Microsoft Project default calendar
- Modify the working and nonworking time of existing calendars
- Understand the different calendar legends
- Create a new Calendar

Session 3 – Tasks

- Create new Tasks
- Edit tasks details
- Move tasks around in a plan
- Undo changes to the plan
- Delete Tasks
- Insert Tasks
- Change task Bar Styles
- Create Milestones

Session 4 – Task Relationships

- Understand the eight different Relationship types
- Link Tasks
- Delete Links
- Change a task relationship
- Understand Lagging
- Understand the different task Constraints
- Create Summary tasks
- Outline a project
- Collapse and expand a project
- Understand and view Outline numbers and Work Breakdown Structure
- Understand and view the Critical Path

Session 5 – Resources

- Create resources
- Understand the resource detail
- Understand the three different task types
- Define a task type
- Assign resources by dragging
- Assign resources to multiple tasks
- Remove resource assignments
- Replace resource assignments
- Understand the Resource Sheet view
- Delete resources
- Create and assign a resource calendar

Session 6 – Resource Overallocation

- Understand Resource Overallocation
- View overallocated resources
- Manually correct resource overallocations using 3 different methods

Session 7 – Tracking Progress

- Save a Baseline
- View Baselines in Task Sheet and Gantt Chart views
- Track the project Progress
- Change the current date
- Update the schedule by amending the Percentage Complete, Updating the Tasks and Schedule and Rescheduling Work
- Create Split Task
- Use the Tracking Gantt view

Session 8 – Analysis

- o Understand the different Task and Resource Views
- o Select and use views
- o Use Split screen views
- o Understand the different Task and Resource tables
- o Select and use tables
- o Create and modify tables
- o Understand the different Task and Resource filters
- o Apply standard filters
- o Turn off filters
- o Understand how to use AutoFilters
- o Create a new filter from an existing filter and from scratch

Session 9 – Printing & Reporting

- o View reports and information through Print Preview
- o Changing the Page Setup
- o Print a view or report
- o Produce Standard Reports
- o Create new task, resource, calendar and Crosstab reports.
- o Customise existing reports

Session 10 – Scenario exercice

- o Pull together and begin to integrate what has be learned throughout the course via practical application

Session 11 – Client objectives review and feedback

- o Review what has been learned over the two days in relation to the objectives documented at the start of the course
- o Evaluate the course