



We come to your site to deliver the training courses

Every delegate receives course material to take away

We bring all of the equipment required for the training

Courses can be tailored to your requirements

Microsoft Project

This course is aimed at the Microsoft Project basic to intermediate user, providing you with all you need to know to get started and a little more. We provide Microsoft Project training courses for you onsite at your office.

Our in company training courses are fully inclusive of all the equipment and materials required for up to 8 delegates per day.

Microsoft Project Basics

1. Overview Of Microsoft Project
2. Starting Microsoft Project
3. The Microsoft Project Screen
4. Working With Views
5. Working With Combination Views
6. Working With Tables
7. Working With The Gantt Chart View
8. Understanding Microsoft Project Menus
9. Understanding Toolbars
10. Working With Existing Project Files
11. Exiting From Microsoft Project
12. Microsoft Project Basics Quick Reference

Microsoft Project Help

1. Printed Help Sources
2. The Help Task Pane
3. Browsing The Table of Contents
4. Searching For Specific Help
5. Understanding A Help Window
6. Disabling Online Content
7. Enabling Online Content
8. Displaying And Using The Office Assistant
9. Customising The Office Assistant
10. Disabling The Office Assistant
11. Microsoft Project Help Quick Reference

Creating A New Project

1. New Project Overview
2. Understanding Your Project
3. Creating A New Project
4. Saving A New Project File
5. Setting Specific Options
6. Pitfalls In Changing Options
7. Adjusting The Standard Calendars
8. Creating Public Holidays
9. Creating A New Calendar
10. Specifying Project Summary Information
11. Specifying Project Information
12. Creating A New Project Quick Reference

Resourcing A Project

1. Overview Of Resourcing
2. Creating A Resource Pool
3. Entering Materials
4. Assigning Calendars To Resources
5. Adjusting Resource Information
6. Changing The Unit Display
7. Resourcing A Project Quick Reference

Assignment Concepts

1. Understanding Resource Assignment
2. Project's Calculation Methodologies
3. Understanding Effort
4. Creating Simple Assignments
5. Understanding Task Types
6. Working With Fixed Unit Assignments
7. Working With Fixed Duration Assignments
8. Working With Fixed Work Assignments
9. Working With The Driver Resource
10. Understanding Effort Driven Resourcing
11. Disabling Effort Driven Resourcing
12. Assignment Concepts Quick Reference

Assigning Resources

1. Overview Of Assigning Resources
2. Assigning Resources Using Task Entry View
3. Assigning Part Time Resources
4. Contouring Resource Usage
5. Assigning Specific Work Times
6. Problem Assignments
7. Assigning Resources In Task Information
8. Assigning Resources In A Sheet
9. Assigning Resources That You Don't Have
10. Assigning Resources Quick Reference

Creating Relationships

1. Overview Of Creating Relationships
2. Catching Up With The Case Study
3. Creating Relationships Using The Link Tool
4. Creating Relationships Using Task Entry
5. Using Task Information For Relationships
6. Creating Relationships In A Sheet
7. Keeping To Schedule Using Relationships
8. Entering Lag Time
9. Entering Lead Time
10. Creating Relationships Quick Reference

Task Durations

1. Task Duration Overview
2. Entering Task Durations
3. Displaying Critical Tasks
4. Checking Project Status
5. Understanding Project Slack
6. Entering Milestones
7. Task Durations Quick Reference

Printing

1. Overview Of Printing
2. Printing A Gantt Chart
3. Printing Sheet Views
4. Printing Jobs For Resources
5. Printing Resources For Tasks
6. Project Printing Quick reference.

Creating Tasks

1. Overview Of Creating Tasks
2. Reviewing The Project
3. Entering Tasks
4. Creating Summary Tasks
5. Moving About A Sheet
6. Working With Summary Tasks
7. Creating Tasks Quick Reference