

MS Project I



6 Hours of Instruction
\$300

Prerequisite:

Course Description: This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Project 2007. Students will learn how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. They'll also learn how to create a base calendar, assign resources to tasks, create task calendars, and create and modify tables. Students will use filters and groups, and they'll sort task and resource data. Finally, they will learn how to resolve resource conflicts. Comes with CertBlaster pre- and post-assessment software (download).

Course Content

Getting started

- Project management concepts
- Exploring the Project window
- Working with project files
- Using Help

Working with tasks

- Creating a task list
- Modifying a task list
- Creating a Work Breakdown Structure

Scheduling tasks

- Setting up task links
- Working in Network Diagram view
- Working with advanced task options

Managing resources

- Creating base calendars
- Working with resources and calendars
- Working with resource costs

Working with views and tables

- Working with views
- Working with tables

Filtering, grouping, and sorting

- Working with filters
- Working with groups
- Sorting tasks and resources

Finalizing the task plan

- Finalizing schedules
- Resolving resource conflicts

Using Technology to Get the Job Seminars Included

Job Search Strategies – Resume Workshop – Online Job Search
Interview Prep – Practical Interviewing