



## Microsoft Project 2007: Level 1

Tuition: \$225 / 6 hours

**Prerequisite:** An understanding of project management concepts and the Windows operating system as well as basic familiarity with Microsoft Word and Excel

**Course Description:** You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

### Course Content

#### Getting Started with Microsoft Project

- Explore the Microsoft Project 2007 Environment
- Display an Existing Project Plan in Different Views

#### Creating a Project Plan

- Create a New Project Plan
- Assign a Project Calendar
- Add Tasks to the Project Plan
- Enter the Task Duration Estimates
- Add Resources in the Project Plan

#### Managing Tasks in a Project Plan

- Outline Tasks
- Add a Recurring Task
- Link Dependent Tasks
- Set a Constraint to a Task
- Set a Task Deadline
- Add Notes to a Task

#### Managing Resources in a Project Plan

- Create a Resource Calendar
- Assign Resources to Tasks
- Assign Additional Resources to a Task
- Enter Costs for Resources
- Enter Values for Budget Resources
- Resolve Resource Conflicts

#### Finalizing the Project Plan

- Display the Critical Path
- Shorten the Project Duration
- Set a Baseline
- Print a Project Summary Report