

Microsoft® Office Project® 2010: Introduction



[Ctrl+ Click here
to enquire about
this course:](#)

Course Duration:

1 day

Course Objectives:

This course covers the basics of Microsoft Project and will allow delegates to create and track a Project.

Prerequisites:

No previous experience of MS Project is required for this course although familiarity with the Windows operating system and with using a mouse are both essential.

Course Content

Lesson 1: Project Management overview and introduction to the Project 2010 interface

- Topic A: New features and edition comparison
- Topic B: The new user interface with ribbon and Quick Access Toolbar
- Topic C: Using the new TimeLine feature
- Topic D: Introduction to Project Views
- Topic E: Exercise: Opening and viewing a project
- Topic F: Using the 'Group By' Feature
- Topic G: Using the 'Highlight Feature
- Topic H: Viewing and changing the Project Information
- Topic I: Viewing the Network Diagram
- Topic J: Applying a filter
- Topic K: Introduction to Project Management
- Topic L: Understanding how MS Project helps you plan and adjust your projects
- Topic M: Project Terminology

Lesson 2: Planning the Project

- Topic A: Defining the Project
- Topic B: Completing the Project Definition
- Topic C: Project Planning
- Topic D: Completing the Project Plan
- Topic E: Where to begin with MS Project
- Topic F: Setting the project start date
- Topic G: Project Properties
- Topic H: Amending the Standard Calendar
- Topic I: Creating a New Base Calendar
- Topic J: Displaying a Specific Calendar on the Gantt Chart
- Topic K: Saving the New Project File
- Topic L: Ending a Project Session

For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk

Microsoft® Office Project® 2010: Introduction



[Ctrl+ Click here
to enquire about
this course:](#)

Lesson 3: Task Entry and Task Linking

- Topic A: Entering tasks, milestone and summary tasks
- Topic B: Inserting, deleting and moving tasks
- Topic C: Adding a recurring task
- Topic D: Adding a note to a task
- Topic E: Understanding the new Task Mode in Project 2010
- Topic F: Working with task durations and relationships
- Topic G: Using lag time and lead time
- Topic H: Exercise: Creating a new project
- Topic I: Creating constraints for tasks in Auto Schedule Mode
- Topic J: Resolving scheduling conflicts
- Topic K: Setting a deadline on a task
- Topic L: Quick Reference

Lesson 4: Resources and Resource Entry

- Topic A: Using the Resource Sheet to enter resources
- Topic B: Assigning and amending a resource calendar
- Topic C: Setting Resource Availability Dates
- Topic D: Understanding Resource Costs
- Topic E: Assigning resources to tasks using Auto Schedule Mode
- Topic F: Using Material Resources
- Topic G: Exercise: Assigning resources to tasks - Manual vs Auto Schedule Mode
- Topic H: Exercise: Using the Task Inspector and Team Planner to view and change assigned resources
- Topic I: Baseline your project

Lesson 5: Managing the project and understanding project views

- Topic A: Using the Resource Sheet to enter resources
- Topic B: Assigning and amending a resource calendar
- Topic C: Setting Resource Availability Dates
- Topic D: Understanding Resource Costs
- Topic E: Assigning resources to tasks using Auto Schedule Mode
- Topic F: Using Material Resources
- Topic G: Exercise: Assigning resources to tasks - Manual vs Auto Schedule Mode
- Topic H: Exercise: Using the Task Inspector and Team Planner to view and change assigned resources
- Topic I: Baseline your project

Lesson 6: Examining and Updating the Project

- Topic A: Amending tasks using various views
- Topic B: Using Resource Levelling
- Topic C: Understanding baseline and interim plans
- Topic D: View project baseline information
- Topic E: Compare baseline and scheduled information
- Topic F: Tracking and Updating Tasks Effectively
- Topic G: Exercise: Updating the Holiday project
- Topic H: Viewing Progress Lines
- Topic I: Exercise: Show the Project Progress Line
- Topic J: Understanding project costs
- Topic K: Exercise: Adding costs
- Topic L: Creating a budget
- Topic M: Viewing total resource costs
- Topic N: Viewing total task costs
- Topic O: Reducing project costs

**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk**

Microsoft® Office Project® 2010: Introduction



[Ctrl+ Click here
to enquire about
this course:](#)

Understanding Project Deliverables

Lesson 7: Examining and Updating the Project

- Topic A: Printing project views
- Topic B: Viewing and changing the print settings
- Topic C: Add a header, footer, or legend to a view
- Topic D: Viewing the built in Reports
- Topic E: Editing Reports
- Topic F: Visual Reports
- Topic G: What You Can Print
- Topic H: Reports by Report Type

Lesson 8: Examining and Updating the Project

- Topic A: The Resource Pool
- Topic B: Exercise: Create a resource pool from an existing project and share the resources
- Topic C: Updating the Resource Pool
- Topic D: Review and update assignments
- Topic E: Update resource availability or cost information
- Topic F: Stop sharing resources (temporarily)
- Topic G: Stop sharing resources from a Resource Pool (permanently)
- Topic H: Consolidating projects
- Topic I: When to use a master project and subprojects
- Topic J: Insert subprojects into a master project
- Topic K: Compare Project Versions

**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk**