Microsoft® Office 2010: Level 1

Course duration: 1 day

Course Objective

You will create and manage a project schedule using Microsoft® Project 2010.

Audience

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

At Course Completion

Upon successful completion of this course, students will be able to:

- identify the basic features and components of the Microsoft Project environment.

- create a new project plan file and enter project information.

- manage tasks by organizing tasks and setting task relationships.

- manage resources for a project.

- finalize a project plan.

Prerequisites

Students enrolling in this class should have the following:

- A general introductory-level understanding of project management concepts. Courses that help fulfill this requirement include: Project Management Fundamentals (Second Edition).

- Basic end-user skills with any current Windows operating system. Courses that help fulfill this requirement include: Microsoft® Windows® XP Professional: Level 1 or Microsoft® Windows® Vista™: Level 1 or Microsoft® Windows® 7: Level 1.

Course Outline

Lesson 1: Getting Started with Microsoft Project

- Explore the Microsoft Project 2010 Environment

- Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

- Create a Project Plan

- Assign a Project Calendar

- Add Tasks to a Project Plan

- Enter the Task Duration Estimates

- Add Resources to a Project Plan

Lesson 3: Managing Tasks in a Project Plan

- Outline Tasks

- Link Dependent Tasks

- Set Task Constraints and Deadlines

- Add Notes to a Task

- Add a Recurring Task

Lesson 4: Managing Resources in a Project Plan

- Create a Resource Calendar

- Assign Resources to Tasks

- Enter Costs for Resources

- Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

- Shorten a Project Using the Critical Path

- Set a Baseline

- Print a Project Summary Report