



Delegate Pre-Requisites

No prior knowledge of Project is required

Course Duration

This is a Two Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

A laptop computer is provided for each delegate attending on this packed programme to try out the tips and techniques demonstrated

All delegates will receive Training Courseware to refer to during the course, together with a Course Attendance Certificate

Schedule Courses

Off-site scheduled courses are available at a location near you - this course is available on our current programme - call our team for more details

Corporate Courses

On-site Corporate courses are available - you provide the Conference Room ... we bring everything else!

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max

Our team will be happy to give you the options and pricing



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Project The Basics

Target Audience

This course is for new users of Project, or to give existing users a thorough understanding of how it works. It will enable the user to work with a project plan confidently and efficiently. You will learn how to add and link tasks, assign resources, add costs, save a baseline and track your project progress

The Content

Project Basics

- * Overview of Microsoft Project
- * The Project environment
- * Toolbars and Menus

Starting a Project

- * Creating a new project
- * Adding project information
- * Changing Project defaults

Defining Tasks

- * Entering and editing tasks
- * Deleting and moving tasks
- * Adding task notes
- * Task durations
- * Viewing the timeline
- * Using the Task Inspector
- * Outlining the plan

Task Relationships

- * Linking tasks
- * Adding lag and lead time
- * Task constraints
- * Task deadlines
- * Task Drivers

Resources

- * Setting up resources
- * Resource information
- * Resources types
- * Assigning resources
- * Resource charts

Understanding Duration, Work & Effort

- * Task types
- * Effort Driven scheduling

Working with Calendars

- * Modifying the base calendar
- * Modifying resource calendars
- * Modifying work weeks
- * Detailed calendar options
- * Creating a new base calendar
- * Assigning a base calendar to a project

Costs

- * Resource costs
- * Material costs
- * Cost costs
- * Fixed costs

Formatting

- * Formatting Gantt charts
- * Formatting tables
- * Changing timescales
- * Adding gridlines

Tracking a Project

- * Moving a project
- * Saving a baseline plan
- * Entering actual progress
- * Comparing actuals with baseline

Creating Views and Filters

- * Filtering a project
- * Highlighting tasks
- * Customising Gantt charts

Printing Project Data

- * Printing Gantt charts
- * Using reports

Call our team 01527 836840

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