

# Project Introduction Course Content

## GETTING STARTED

### Project Fundamentals

What is the best way to plan a project?  
What is Microsoft Project?  
What's New In Microsoft Project  
How To Start Microsoft Project

### Becoming Familiar With The Project Screen

How To Use The Menu  
How To Show Or Hide Toolbars  
How To Move The Toolbars and Menu Bar  
How To Use The Toolbar Buttons  
How To Access The Shortcut Menu Using A Right Mouse Click  
How To Use The Shortcut Keys

### Getting Help

How To Use The Table Of Contents In Help  
How To Use Search  
How To Use Microsoft Office Online Help  
How To Use Type A Question For Help

### Starting A Project

How To Create A New Project  
How To Enter Project Information  
How To Set Up A Project Calendar  
How To Create A New Calendar  
How To Change The Calendar Options  
How To Save The Project File  
How To Close A Project  
How To Open A Project

## MANAGING TASKS

### Entering Tasks

How To Enter A Task  
How To Enter The Task Durations  
How To Enter A Subtask  
How To Create A Summary Task  
How To Create A Project Summary Task  
How To Create Recurring Tasks  
How To Enter Task Notes  
How To Edit Tasks  
How To Delete Tasks  
How To Move Tasks

### Setting Task Milestones, Deadlines & Constraints

How To Create A Milestone  
How To Set A Task Deadline & Constraint

### Linking And Unlinking Tasks

How To Establish A Finish-To-Start (FS) Link  
How To Establish A Start-To-Start (SS) Link  
How To Establish A Finish-To-Finish (FF) Link  
How To Establish A Start-To-Finish (SF) Link  
How To Unlink Tasks

## ADDING AND ASSIGNING RESOURCES AND COSTS

### Creating And Assigning Resources

How To Create A Resources List  
How To Enter Resource Availability  
How To Group Resources  
How To Change Resource Schedules  
How To Assign Work Resources  
How To Assign Material Resources

### Working With Project Costs

How To Enter Project Costs  
How To Enter Fixed Costs  
How To View Costs By Task  
How To View Costs By Resource  
How To View The Summarized Costs

## VIEWING THE PROJECT DATABASE

### Exploring Views

How To Apply The Task Usage View  
How To Apply The Resource Usage View  
How To Apply The Calendar View  
How To Apply The Tracking Gantt Chart View

### Examining Different Views

How To View Tables  
How To View Sorted Information  
How To View Grouped Tasks  
How To View Grouped Resources  
How To View Task Filters  
How To View Resource Filters  
How To Use AutoFilters  
How To View The Project's Critical Path  
How To Print A View

# Project Advanced Course Content

## ANALYZING A PROJECT

### Analyzing And Resolving Scheduling Conflicts

- How To Determine The Critical Path
- How To Shorten The Critical Path By Assigning Additional Resources
- How To Shorten The Critical Path By Assigning Overtime
- How To Add Time To A Task
- How To Split A Task
- How To Modify Task Constraints

### Analyzing And Resolving Resource Conflicts

- How To Determine Over- Allocated Resources
- How To Switch Resources
- How To Schedule Overtime
- How To Automatically Level A Resource
- How To Manually Level A Resource

## TRACKING PROJECT PROGRESS AND GENERATING REPORTS

### Setting Baseline And Interim Plans

- How To Save A Baseline Plan
- How To Save An Interim Plan

### Updating Tasks, Resources And Costs

- How To Update The Actual Start And Finish Dates
- How To Update The Actual Task Durations
- How To Update The Actual Percent Complete
- How To Change The Calculation Options
- How To Update Costs Manually

### Tracking Project Progress

- How To Utilize The Tracking Gantt View
- How To Utilize The Work Table View
- How To Use A Progress Line
- How To Track A Single Task
- How To Track Multiple Tasks
- How To Track Tasks That Are Currently In Progress
- How To Track Late Tasks
- How To View Progress In The Network Diagram

## Generating Different Types of Reports

- How To Generate Overview Reports
- How To Generate Current Activity Reports
- How To Generate Cost Reports
- How To Generate Assignment Reports
- How To Generate Workload Reports
- How To Generate Custom Reports
- How To Define Report Contents
- How To Sort A Report
- How To Add Page Elements To A Report
- How To Export Report To Microsoft Excel

## WORKING WITH MULTIPLE PROJECTS AND RESOURCE POOLS

### Consolidating Projects

- How To Consolidate Projects
- How To Link A Subproject To A Master Project
- How To Link A Task In A Master Project
- How To View Multiple Project Critical Paths
- How To Save Baselines For A Master Project

### Working With Resource Pools

- How To Share A Resource Pool
- How To Link A Project To A Resource Pool
- How To Open A Read Only Resource Pool
- How To Update The Resource Pool