

MICROSOFT PROJECT 2003**1 DAY**

This course is intended for new users of the Microsoft Project 2003 software program and those that may have been using it for sometime but wish to ensure they are competent with the essentials. This course will introduce to the attendees, considerations when planning a project and utilising the Project management software to aid them throughout the duration of a project.

Unit 1 - Microsoft Project basics

- Project Views
- Hiding the view bar
- Moving around the screen
- Go To
- Major and Minor Time scales
- Page Setup Options
- Print Preview
- Reports
- Task Notes

Unit 2 – Creating a new Project

- Adding tasks
- Editing Tasks
- Inserting a Task
- Moving a Task
- Deleting a Task
- Recurring Tasks
- Setting a Task as Complete
- Insert Fields

Unit 3 - Outlining

- Outdenting & Indenting
- Expanding and Collapsing the Outline
- Task Zero
- Outline Numbering
- Milestones

Unit 4 - Establishing Task dependencies

- Linking Tasks
- Un-Linking Tasks
- Linking Non-Contiguous Tasks
- Finish to Finish Dependency
- Start to Start Dependency
- Lag & Lead time
- Specifying Lag time
- Specifying the Lead Time

Unit 5 – Calendars

- Changing the Base calendar
- Creating your own Calendar

Unit 6 - Managing Resources

- The Resource Sheet
- Resource Information Box
- Groups and Filters
- Displaying the Critical Path

Unit 7 - Baselines

- Saving a Baseline
- Displaying Baselines

Unit 5 – Combining Projects

- Master Project and Sub Projects
- Creating a Master Project
- Inserting Sub Projects
- Viewing Project data
- Updating the various projects