

MICROSOFT PROJECT V2003 INTRODUCTION COURSE OUTLINE IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who have no knowledge or very little knowledge of Microsoft Project.

Topics to be covered

Starting Project

Overview of the screen

Menu bar

Toolbars

The Gantt chart

The table view

Working Time

Modify the working time

Timescales

Modifying the timescale

Tasks

Entering new tasks

Removing tasks

Moving tasks

Creating sub tasks

Creating recurring tasks

Lead and Lag time

Milestones

Setting a milestone date

Removing milestones

Creating links

Link types

Finish to Start

Start to Start

Start to Finish

Finish to Finish

Critical path

Viewing the critical path

Using different views

Calendar view

Network diagram

Tracking Gantt chart

Resources

Creating a list of resources

Assigning resources to tasks

Baseline

Saving the baseline

Viewing the baseline

Changing the colours of

Summary Tasks

Task bars and Milestones

Closing projects

Opening projects

Saving projects

Printing

Updating tasks on completion

