

MS Project - 2 day

Prerequisites

In order to successfully master Microsoft Project Microsoft Windows must have been completed. A good understanding of Excel will be an advantage.

The user must be confident with at least 80% of the course material from the Windows course.

Introduction to Project

- Navigate the Project Window
- Parts of a Project
- The Gantt Chart
- Get Help

Create a Project Plan

- Set the Project Start/Finish Date
- Set Working Hours
- Create a Project Schedule
- Insert & Delete Tasks
- Reorder Tasks
- Insert Milestones
- Insert Recurring Tasks
- Save a Project

Summary Tasks

- Outlining Tasks
- Collapse and Expand
- Set Tasks Relationships
- Set Lead & Lag Time

Working with Task Information

- Set Constraints
- Set Deadlines
- Define Task Types
- Insert Notes
- Work with the WBS code

Working with Resources

- Using the Resource Sheet
- Entering Resources
- Enter Resource Types
- Enter Resource Costs
- Allocate Resources to Tasks
- Set Resource Working Hours
- Create a New Calendar

Working with Multiple Projects

- Consolidating Projects
- Linking Tasks across Projects
- Sharing Resources
- Update resource information

Creating Macros

- Record a Macro
- Run a Macro
- Create a Toolbar
- Assign a Macro to a Toolbar button
- Edit the Toolbar button

Filters and Views

- Using Filters
- Using AutoFilter
- Create a Custom Filter
- Apply Screen View
- View the Calendar
- View the Network Diagram
- View Task & Resource Usage
- Working with Reports

Save Baselines & Interim Plans

- Save a Baseline
- Update the Project Schedule
- Compare Actual and Baseline progress
- Enter Task Progress

Formatting a Project

- Change Bar Styles
- Insert Bar Styles
- Insert Columns
- Hide Columns
- Set Font attributes

Resource Over allocation

- Monitor Resource Allocation
- Apply Resource Leveling
- Manually Reschedule Tasks

Printing a Project

- Print Preview
- Set the Project view for printing
- Set page orientation
- Apply Scaling
- Headers & Footers
- Print Notes

Extra Information

- Export data to Excel
- Import data from Excel
- Create a Chart
- Link an Excel Spreadsheet
- Copy a project into another application
- Create Hyperlinks
- E-mail a project