

## **One-on-One Personal Computer Training**

### **Get Started Here**

Microsoft Project is a popular application for project management.

One-on-One Personal Computer Training provides a comprehensive introduction to Project 2007 and will enable you to become productive with Microsoft Project 2007.

### **Learning Outcomes**

This course is designed for people who are new to project management software. It covers the essential features people need in day-to-day use of Project.

At the end of the course, the student will be able to:

- ☞ Start Project and leave it
- ☞ Create, edit, format and print a project
- ☞ Open, save and close project files
- ☞ Take advantage of features such as in-cell editing, entry bar, view bar, undo, help and the Planning Wizard
- ☞ Work with sub-tasks, outlines, views, tables and reports
- ☞ Assign Resources and Costs
- ☞ Specify the type of task, constraints and dependencies
- ☞ Apply filters and sort data
- ☞ Specify working time calendars
- ☞ Identify the critical path, shorten the schedule and resolve over-allocation of resources
- ☞ Set a Baseline, enter actual data and track the progress of the project.

### **Structure**

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

## **Introduction to Project 2007**

### **Contents**

- ☞ Introduction to project management and terminology
- ☞ Starting and leaving project
- ☞ Components of the Project screen
- ☞ Moving around the screen and selecting tasks
- ☞ Entering project information, tasks, duration's, dates and dependencies
- ☞ Opening, saving and closing projects
- ☞ Working with outlines
- ☞ Moving, copying, editing, deleting and undo
- ☞ Assigning and editing resources
- ☞ Resource calendars and calendar options
- ☞ Entering and viewing costs
- ☞ Page setup, page breaks and printing
- ☞ Project management principles
- ☞ Task types, recurring tasks, task notes and constraints
- ☞ Overlaps, delays and types of dependencies
- ☞ Splitting tasks
- ☞ Formatting and the Gantt Chart Wizard
- ☞ Tables, views, sorting and filters
- ☞ Network Diagrams and Calendar View
- ☞ Working time calendars
- ☞ Solving resource over-allocation problems
- ☞ Identifying and shortening the critical path
- ☞ Setting a baseline, entering actual data and tracking progress
- ☞ Standard reports and custom reports

### **Prerequisites**

Students should already be familiar with PCs and Windows but no project management experience is necessary.

### **Enquiries**

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