



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Microsoft Project (all versions)

Level 1 – New User (1 day)

- What's new in your version?
- Overview of Project features and capabilities
- Functional elements of the Project screen
- Obtaining help
- Opening closing saving and searching for files
- Creating and setting-up a new project...
 - setting a start (or end) date
 - specifying a base calendar
 - setting-up a base calendar
 - setting hours in a working day and week
 - specifying file properties
 - showing non-working time correctly
 - viewing project statistics
- Moving around the project plan
- Switching between different Project views (e.g. Gantt, PERT and Calendar)
- Working with the Timeline (version 2010 only)
- Estimating task duration and work (including use of 'elapsed' units)
- Working with Auto and Manually scheduled tasks (version 2010 only)
- Creating summary and sub-tasks (using the 'outline' feature)
- Adding and changing task relationships (including use of lag and lead)
- Adding task constraints (including implications for the plan)
- Setting-up a resource pool
- Assigning resources and the implications of changing assignments later
- Printing your plan

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Microsoft Project (all versions)

Level 2 – Regular User (1 day)

- Checking resource loading (including manual 'profiling')
- Adding a recurring task
- Allocating fixed costs and overtime work
- Taking a baseline or interim plan (including the rationale for each)
- Tracking the plan (including overview of Earned Value Methods)
- Viewing and customising Project reports
- Using filters to see only relevant information
- Working with forms and 'split views'
- Customising tables to display information relevant to you
- Customising bar and text styles to suit your organisation
- Customising Project views
- Sharing customised elements with other projects or users
- Creating a master plan from a number of sub-projects
- Customising the Toolbars*
*Quick Access Toolbar in Excel 2007/10 and the Ribbon in version 2010
- Creating a keystroke macro and assigning to a button

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