



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)
- estimating task duration and work, (including use of 'elapsed' units)
- 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 implications of this when editing 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
 - creating a keystroke macro and assigning to a button
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