

ExecuTrain Course Outline

Project 2010: Basic

1 Day

Description

This course teaches the basic commands and features of Microsoft Project 2010. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

Course Outline

Unit 1: Getting started

Topic A: Project management concepts
Topic B: The Project window
Topic C: Project files
Topic D: The Help window

Unit 2: Tasks

Topic A: Creating a task list
Topic B: Modifying a task list
Topic C: The Work Breakdown Structure

Unit 3: Task scheduling

Topic A: Task links
Topic B: Task relationships
Topic C: Task options

Unit 4: Resource management

Topic A: The base calendar
Topic B: Resources and calendars
Topic C: Project costs

Unit 5: Views and tables

Topic A: Working with views
Topic B: Working with tables

Unit 6: Filters, groups, and sorting

Topic A: Filters
Topic B: Groups
Topic C: Sorting tasks and resources

Unit 7: Finalizing the task plan

Topic A: Finalizing schedules
Topic B: Handling resource conflicts