



SOS COMPUTER TRAINING

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Training Philosophy

Improving workplace performance by providing task based and relevant software training in a vital, fun way, with no jargon.

Microsoft Project

Level 1 - Foundation

Course Goals

To provide participants with the fundamental skills of project management.

Course Objectives:

Upon completing this course participants will be able to:

- Describe the concepts of project management
- Describe the phases of a project
- Start up and exit Microsoft Project
- Work with creating projects
- Set a base calendar
- Work with tasks within a project
- Work with editing and formatting techniques
- Enter resource and cost information
- Describe critical path methods
- Monitor projects and print various views and reports
- Locate and work with tools for customising project
- Locate and work with GANTT charts.

Course Outline

Planning and Creating a Project

- Overview of Project
- Setting Project Options
- Adjusting the Project Calendars
- Creating a New Calendar
- Entering Tasks and Durations
- Displaying the Critical Path
- Creating Milestones
- Creating Summary Tasks
- Formatting Summary Tasks
- Changing Text Attributes
- Understanding Relationship Types
- Creating Relationships
- Entering Lead and Lag Times

Working with Resources and Filters

- Creating a Resource Pool
- Assigning Resources
- Understanding Task Types
- Adding Constraints
- Filtering Tasks
- Contouring Resource Usage
- Working with Different Views
- Printing a Project
- Resource Levelling

Resource Levelling, Tracking and Reporting

- Assigning Part Time Resources
- Allocating Resource Costs
- Analysing Costs
- Creating a Baseline Plan
- Updating Completed Tasks
- Entering Delayed Tasks
- Tracking the Project
- Comparing Baseline and Actuals
- Creating Reports
- Printing Reports



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Level 2 - Advanced

Advanced Task Topics

- Work with fixed tasks
- Create recurring tasks
- Add a hyperlink to a task
- Assign a calendar to a task
- Create deadlines
- Assign overtime to a task
- Understand and use the Work Breakdown Structure (WBS) code
- Work with the Task Inspector

Advanced Formatting

- Change the text style
- Insert, hide and move columns
- Change gridline settings
- Format and modify bar styles
- Change bar text
- Add a text box to a bar
- Position and format text box

Create Reports

- Create a pre-defined report
- Create a custom report
- Create a visual report
- Edit a report
- Create a visual template
- Modify a visual template

Project Costs

- Set currency options
- Viewing the Cost table
- Fixed cost vs. resource cost type
- Using cost rate tables

Work with Files

- Import and export files
- Use the Project Organiser
- Create and use templates

Set Project Options

- Change calendar and date format
- Change User name and undo levels
- Set time units
- Enable AutoSave
- Set calculation options
- Set security options

Work with Resource Pools

- Start a resource pool
- Link a project to the pool
- Create resource pool from multiple projects
- Unlink a project from a resource pool
- Update a resource pool

Multiple Projects

- Types of multiple projects
- Insert a sub project
- Unlink or remove a sub project
- Consolidate projects

Master Projects

- View master project's critical path
- Save baseline for a master project
- Save baseline for consolidated project
- Viewing information for inserted projects

Using Macros

- Record a macro
- Assign a short cut key
- Run a macro
- Assign macro to a button
- Copy a macro
- Delete a macro