

Project Level 1



A one day course for people new to Microsoft Project

Prerequisites

This course assumes the students to have basic computing skills.
Previous familiarity with other Microsoft desktop products is an advantage.

Chapter 1 - Exploring Project

- Why use Project?
- Starting Microsoft Project
- Tabs and Ribbons
- The Backstage
- Customise the Ribbon
- The Quick Access Toolbar
- Navigating in Project
- Close a File

Chapter 2 - Before Entering Tasks

- Initial Considerations
- Adjusting Calendars
- Adjust the Calendar for Task Scheduling
- Adjust the Working Time for Resources
- Add Public Holidays
- Create a Special Calendar for Resources
- Set the Project Start Date

Chapter 3 - Tasks and Durations

- Tasks and the Gantt Chart
- Entering Working Time Durations
- Entering Elapsed Time Durations
- Milestones
- Summary Tasks
- Entering a Second Phase
- Collapse and Expand Summary Tasks
- WBS Codes
- Reordering Tasks

Chapter 4 - Relationships Between Tasks

- Task Mode
- Inactive Tasks
- Types of Relationships
- The Link Tasks Tool
- Modifying the Relationship Type
- Autolinking
- Link Manually Scheduled Tasks
- Applying Leads and Lags
- Display Critical Tasks
- Trace Task Paths
- Setting Constraints
- Redisplay the Critical Tasks
- Split the Flow of Control
- Setting Deadlines
- Recurring Tasks
- Activate the Timeline
- Pan and Zoom with the Timeline
- Copy the Timeline

Chapter 5 - Costs, Baselines and Tracking

- Project Statistics
- Fixed Costs for Tasks
- The Baseline
- The Tracking Gantt View
- Tracking and Constraints
- Updating the % Complete
- Updating Actual Start and Actual Finish
- Updating Actual and Remaining Duration
- Updating the Project

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Chapter 6 - Reporting

- Printing the Gantt Chart
- The Bar Styles Dialog Box
- Page Setup
- Printing Tables
- Filtering Tasks
- Creating a Custom Filter
- Creating a Custom Table
- Progress Lines
- Built-In Reports
- Burndown Reports
- Modify Existing Reports

Chapter 7 - Sharing Data with Other Office Programmes

- Export by Copy and Paste
- Import by Copy and Paste
- The Copy Picture button
- Use Visual Reports
- Save To A OneDrive Account
- Open The File From OneDrive

Chapter 8 - Agile Projects

- New Agile Project Views
- Filter Tasks by Summary
- Add a New Column
- Change the Order of Columns
- Set %Complete for Columns
- Assign Resources in Task Board
- Customise Task Cards
- Track Using Task Boards
- Reports
- Sprints
- Add Sprints to an Existing Project
- Assign Tasks to Sprints
- View Individual Sprints and Task Boards
- Track Sprints
- Manage Agile Tasks using Gantt Chart
- Create a New Sprints Project