

***Prerequisites required for taking this course***

- An understanding of project management concepts.
- Knowledge of a Windows operating system, either Windows XP or Windows Vista.

***Performance Objectives for Microsoft Project 2007***

- Explore the Microsoft Office Project environment and the various views in which you can verify project information.
- Create a new project plan.
- Manage tasks by organizing them and setting task relationships.
- Manage resources in a project plan.
- Finalize the project plan

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***Course Outline***

**Lesson 1: Getting Started with Microsoft Project**

Topic 1A: Explore the Microsoft Project 2007 environment

Topic 1B: Display an Existing Project Plan in different Views

**Lesson 2: Creating a Project Plan**

Topic 2A: Create a New Project Plan

Topic 2B: Assign a Project Calendar

Topic 2C: Add Tasks to the Project Plan

Topic 2D: Enter the Task Duration Estimates

Topic 2E: Add Resources in the Project Plan

**Lesson 3: Managing Tasks in a Project Plan**

Topic 3A: Outline Tasks

Topic 3B: Add a Recurring Task

Topic 3C: Link Dependent Tasks

Topic 3D: Set a Constraint to a Task

Topic 3E: Set a Task Deadline

Topic 3F: Add Notes to a Task

**Lesson 4: Managing Resources in a Project Plan**

Topic 4A: Create a Resource Calendar

Topic 4B: Assign Resources to Tasks

Topic 4C: Assign Additional Resources to a task

Topic 4D: Enter Costs for Resources

Topic 4E: Enter Values for Budget Resources

Topic 4F: Resolve Resource Conflicts

**Lesson 5: Finalizing the Project Plan**

Topic 5A: Display the Critical Path

Topic 5B: Shorten the Project Duration

Topic 5C: Set a Baseline

Topic 5D: Print a Project Summary Report

***Prerequisites required for taking this course***

- An understanding of project management concepts.
- Knowledge of a Windows operating system, XP or Vista.
- Microsoft Office Project 2007: Level 1

***Performance Objectives for Microsoft Project 2007 Level 2***

- Exchange project plan data with other applications.
- Update a project plan.
- Manage project costs.
- Report project data visually.
- Reuse project plan information.

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***Course Outline***

**Lesson 1: Exchanging Project Plan Data with other Applications**

Topic 1A: Import Project Information

Topic 1B: Export Project Plan Data into Excel

Topic 1C: Copy a Picture of the Project Plan Information

**Lesson 2: Updating a Project Plan**

Topic 2A: Enter Task Progress

Topic 2B: Enter Overtime Work

Topic 2C: Split a Task

Topic 2D: Reschedule a Task

Topic 2E: Filter Tasks

Topic 2F: Set an Interim Plan

Topic 2G: Create a Custom Table

Topic 2H: Create a Custom Report

**Lesson 3: Managing Project Costs**

Topic 3A: Update Cost Rate Tables

Topic 3B: Group Costs

Topic 3C: Link Documents to a Project Plan

**Lesson 4: Reporting Project Data Visually**

Topic 4A: Create a Visual Report

Topic 4B: Customize a Visual Report

Topic 4C: Create a Visual Report Template

**Lesson 5: Reusing Project Plan Information**

Topic 5A: Create a Project Plan Template

Topic 5B: Create a Custom View

Topic 5C: Make Custom Views Available to other Project Plans

Topic 5D: Share Resources

Topic 5E: Create a Master Project