



4D Training

MS Project 2010 Half Day Overview

Who would benefit?

This course is a useful introduction to MS Project for those who need a basic understanding of how to put a project schedule together.

Objective

To gain an overview of Microsoft Project 2010 and its capabilities, and to recognise the differences between MS Project 2010 and its predecessors.

The topics listed are for overview with exercises to hand. Due to the workshop style approach **topics will be selected by the client** to go into further as the session progresses as not every topic can be covered in half a day.

Content

- Getting Started with MS Project
 - The screen layout and toolbars
 - Understanding the Gantt Chart view
 - Navigating a project, zooming and changing the time line
 - Setting the project start date
- Setting up your standard project calendar
 - Putting non-working days (bank holidays) in the calendar
- Entering Tasks
 - Entering and amending tasks, recurring tasks and milestones
 - Creating and changing task relationships
 - Using constraints v using deadline dates
 - Displaying the critical path
 - Outlining the project using summary and sub tasks
 - Adding notes to tasks and attaching/linking documents
- Printing and sharing information
 - Ensuring the project prints correctly
 - Copying data to Excel/PowerPoint

Duration

Half Day