

MS Project Introduction: Course Schedule

Introducing Microsoft Project 2010

- New Features
- Modifying the Display of the Ribbon
- Dynamic Ribbon Elements
- Changing the Width of the Ribbon
- Adapting Exercise Steps
- Features and Conventions of This Manual
- Using the Practice Files
- Getting Help
- Getting Help with Project 2010
- Exploring MS Project Screen

Lesson 1: A guided tour of Project

- Introducing Project
- The Backstage: Managing Files and Setting Options
- The Ribbon and Tabs: Finding the Features You Want
- Views: Working with Schedule Details the Way You Want

Lesson 2: Creating a Task List

- Creating a New Project Plan
- Entering a Milestone
- Organizing Tasks into Phases
- Link tasks using the mouse
- Switching Task Scheduling from Manual to Automatic
- Setting Nonworking Days
- Checking the Plan's Duration

- Documenting Tasks and the Project Plan

Lesson 3: Setting up Resources

- Setting Up Work Resources
- Entering Resource Capacity
- Entering Resource Pay Rates
- Adjusting Working Time for Individual Resources
- Setting Up Cost Resources
- Documenting Resources

Lesson 4: Assigning Resources

- Assigning Work Resources to Tasks
- Controlling Work When Adding or Removing Resource Assignments

Lesson 5: Formatting and Sharing your Plan

- Customizing the Gantt Chart View
- Customizing the Timeline View
- Drawing on a Gantt Chart
- Copying Views
- Printing Views
- Customizing and Printing Reports

Lesson 6: Tracking Progress on Tasks

- Saving a Project Baseline
- Entering a Task's Completion Percentage
- Entering Actual Values for Tasks
- Key Points



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