

INTRODUCTION TO MICROSOFT PROJECT 2003

Duration: 1 Day

Venue: Cardiff

Book Today Control your Project Costs

Overview

This course will provide you with a detailed understanding of how to use Microsoft Project to manage and plan project activity. From the basics of setting up a new project through to creating a Gantt chart of activity and allocating resources, we will teach you how to streamline projects so that waste is kept to a minimum and resources are not overstretched. Microsoft Project can ensure that you can bring the project in on time and on budget.

Who should attend

This course would suit anyone new to Microsoft Project that needs a tool for planning, monitoring and controlling projects or contracts. No previous knowledge of the package is necessary but familiarity with Microsoft Applications will be required.

What's Next

- Project Management Skills
- Intermediate Microsoft Project 2003

Content

Introduction

- Creating a New Project
- Start and Finish Dates
- Project Calendar

Tasks

- Overlapping and Delaying Tasks
- Editing Tasks
- Task Constraints
- Organising Tasks with Outline
- Linking Tasks

Resources

- Resource Calendar
- Resources
- Controlling when a Resource starts work on a Task
- Assigning Costs to Tasks and Resources
- Assigning a Fixed Cost to a Resource
- Accruing Costs

Tools

- Formatting the Gantt Chart
- Combining Views
- Tracking the Progress of the Project
- Filters
- Evaluating and Adjusting the Schedule

Printing

- Printing the Schedule

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