

COURSE CONTENT

- ❖ **The Project Screen**
 - The Gantt Chart
 - The Menu Bar, The Toolbar, Task ID, Gantt Table
 - Gantt Bar Chart, Divider, View Bar, Split Box
- ❖ **Mouse pointer shapes and tasks**
- ❖ **Navigation keys**
- ❖ **Graphs, Sheets and Forms**
 - Working with Sheets
 - Applying a different Table to a View
 - The Task Form
- ❖ **Starting a new project**
 - Setting start or finish dates
 - Recording the goal and scope of the project
 - Changing the default calendar
 - Setting the calendar for a project
 - Creating and deleting a base calendar
 - Night and swing-shift calendars
- ❖ **Entering tasks**
- ❖ **Entering Milestones**
- ❖ **Estimating task length**
- ❖ **Entering durations**
- ❖ **Inserting tasks**
- ❖ **Splitting tasks into segments**
- ❖ **Rearranging tasks**
- ❖ **Adding Notes**
- ❖ **Saving projects without a baseline**
- ❖ **Working with outlines**
 - Grouping related tasks, Structuring tasks into an outline
 - Indenting or outdenting a task
- ❖ **Working with summary tasks**
 - Showing or hiding subtasks
 - Changing the display of summary tasks
- ❖ **Task dependencies**
 - Creating task links, Specifying task relationships
 - Changing the dependency between tasks
- ❖ **Overlapping or adding lag time**

Microsoft Project enables you to schedule and track tasks that need to be completed in a project. Project contains useful features that make scheduling of complex projects quick and easy. Different project reports can be printed which allow you to keep important stakeholders informed of the progress of a project.

- ❖ **Changing the look of the Project**
 - Changing column headings
 - Formatting the Gantt Chart
 - Changing the appearance of link lines
 - Changing the appearance of non-working times
 - Formatting timescales and gridlines
 - Adding text or a date to a Gantt Chart
 - Adding a column to a table
- ❖ **Page setup**
 - Changing Orientation
 - Adding Headers & footers
 - Adding and removing page borders

2 Day Course

The Microsoft Project Basic/ Intermediate course includes all training material, lunch, teas/ coffees and certificate.

Who should attend?

- Project Managers
- Marketing Managers
- Financial Managers
- Personal Assistants

Pre-requisite

Should have previous Windows experience and/or attended a Windows / Vista Operating System course.

COURSE CONTENT CONTINUED

- ❖ **Determining Resource needs**
- ❖ **Managing resources**
 - Creating a resource list
 - Assigning Units
 - Assigning resources to tasks
 - Using resource initials
 - Removing a resource from a task
 - Replacing a resource
- ❖ **Working time Calendars (Changing a resources work schedule)**
- ❖ **Working with different views**
 - Calendar view, PERT Chart view
 - Resource Graph view, Resource Sheet view, Resource Usage view
 - Tracking Gantt view
- ❖ **Task constraints**
 - Flexible and inflexible constraints
 - Entering task constraints
 - Changing a Resources work schedule
- ❖ **Changing a Resources work schedule**
- ❖ **Assigning costs to tasks and resources**
 - Assigning pay rates to resources
 - Assigning a fixed cost to a task
 - Assigning a fixed cost to resource
- ❖ **Viewing the cost per resource**
- ❖ **Control how costs are accrued : Accrual methods**
- ❖ **Updating or adding another pay rate**
- ❖ **Seeing the cost of the entire project**
- ❖ **Shortening a Schedule**
- ❖ **Identifying the critical path**
- ❖ **Filtering tasks and resources**
 - Applying AutoFilters
- ❖ **Sorting**
- ❖ **Checking resource workload**
- ❖ **Resolving resource over-allocations**
- ❖ **Delaying a task with an over-allocated resource**
- ❖ **Reassigning tasks**
- ❖ **Checking the project start & finish date**
- ❖ **Setting a baseline of project information**
 - Comparing plans
- ❖ **Previewing your schedule**
- ❖ **Printing Reports**
 - Adjusting a page to fit a view
 - Formatting Report Text
- ❖ **Tracking work on the project**
 - Tracking actual start and finish dates
 - Entering the actual duration of a task
 - Updating work completed on a task
 - Recording actual work on a daily basis
- ❖ **Determining task costs**
 - Determining if tasks cost more/less than budgeted
- ❖ **Using the tracking toolbar to update a task**
- ❖ **Inserting projects into an existing project**
- ❖ **Exporting a project to Excel**

Bookings

Contact Adrian Jonck on
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email: adrian@konitek.co.za
to enquire about availability
and dates.