



Course Title: Microsoft Project 2007- Basic

Duration: 8 hours

Course Objectives: By the end of this course, students will learn how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. They'll also learn how to create a base calendar, assign resources to tasks, create task calendars, and create and modify tables. They will use filters and groups, and they'll sort task and resource data. Finally, they will learn how to resolve resource conflicts.

Course Outline:

Getting started

Topic A: Project management concepts

Topic B: Exploring the Project window

Topic C: Working with project files

Topic D: Using Help

Working with tasks

Topic A: Creating a task list

Topic B: Modifying a task list

Topic C: Creating a Work Breakdown Structure

Scheduling tasks

Topic A: Setting up task links

Topic B: Working in Network Diagram view

Topic C: Working with advanced task options

Managing resources

Topic A: Creating base calendars

Topic B: Working with resources and calendars

Topic C: Working with resource costs

Working with views and tables

Topic A: Working with views

Topic B: Working with tables

Filtering, grouping, and sorting

Topic A: Working with filters

Topic B: Working with groups

Topic C: Sorting tasks and resources

Finalizing the task plan

Topic A: Finalizing schedules

Topic B: Resolving resource conflicts



Course Title: Microsoft Project 2007- Advanced

Duration: 8 hours

Course Objectives: This course builds on the concepts and skills taught in Project 2007: Basic. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and file consolidation.

Course Outline:

Tracking project work

Topic A: Managing a project

Topic B: Updating the progress of tasks

Topic C: Observing project progress

Analyzing and adjusting the plan

Topic A: Analyzing the plan

Topic B: Rescheduling tasks

Formatting and reporting

Topic A: Formatting a project file

Topic B: Using drawing tools

Topic C: Printing views and reports

Topic D: Customizing reports

Topic E: Visual reports

Customizing the project environment

Topic A: Creating custom views

Topic B: Creating macros

Topic C: Creating a toolbar and a menu

Topic D: Creating a custom table

Managing multiple projects

Topic A: Consolidating and sharing projects

Topic B: Sharing resources across projects

Project communications

Topic A: Communicating among a project team

Topic B: Working with hyperlinks

Exchanging project data

Topic A: Importing data

Topic B: Exporting data

Topic C: Copying data