

## MICROSOFT PROJECT 2007 ESSENTIALS

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MS Project 2007  
Essentials



**COURSE LENGTH: 1.0 DAYS**

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets and analysing workloads for projects.

This dynamic training course is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

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## MICROSOFT PROJECT 2007 ESSENTIALS COURSE OUTLINE

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### FOREWORD

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analysing workloads for projects.

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### OUTCOMES

- ▶ Open and close Project
  - ▶ Understand the Interface
  - ▶ Create a blank project
  - ▶ Create a project from a template
  - ▶ Open and close project files
  - ▶ Add tasks to a project
  - ▶ Set constraints on tasks
  - ▶ Understand key terms
  - ▶ View task information
  - ▶ Sort and filter tasks
  - ▶ Understand Task Indicators
  - ▶ Split tasks
  - ▶ Link and unlink tasks
  - ▶ Create summary and sub tasks
  - ▶ Create recurring tasks
  - ▶ Understand resources
  - ▶ Add and view resource information
  - ▶ Assign resources to tasks
  - ▶ Level resources
  - ▶ Understand different task and resource views, including the Team Planner
  - ▶ Use the Tools tabs and format the Timescale
  - ▶ Create a baseline
  - ▶ Update tasks and update the project
  - ▶ Understand the Project Status date
  - ▶ View the critical path
  - ▶ Use change highlighting
  - ▶ Create basic and visual reports
  - ▶ Compare projects
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### MODULES

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## Lesson 1: Getting Started

- ▶ Workshop Objectives

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## Lesson 2: Opening and Closing Project

- ▶ Opening Project
- ▶ Understanding the Interface
- ▶ Creating a Blank Project
- ▶ Creating a Project from a Template
- ▶ Opening and Closing Files
- ▶ Closing Project

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## Lesson 3: Your First Project

- ▶ Creating a Basic Project
- ▶ Adding Tasks to Your Project
- ▶ Setting Constraints on Tasks

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## Lesson 4: Adding Tasks

- ▶ Understanding Key Terms
- ▶ Viewing Task Information
- ▶ Sorting and Filtering Tasks
- ▶ Understanding Task Indicators
- ▶ Sorting and Filtering Tasks
- ▶ Understanding Task Indicators

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## Lesson 5: Advanced Task Operations

- ▶ Splitting Tasks
- ▶ Linking and Unlinking Tasks
- ▶ Creating Summary and Sub Tasks
- ▶ Creating Recurring Tasks

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## Lesson 6: Adding Resources

- ▶ Understanding Resources
- ▶ Adding Resources
- ▶ Viewing Resource Information
- ▶ Assigning Resources to Tasks
- ▶ Leveling Resources

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## Lesson 7: Other Ways to View Project Information

- ▶ The Team Planner
- ▶ Important Task Views
- ▶ Important Resource Views
- ▶ Using the Tools Tabs
- ▶ Formatting the Timescale

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## Lesson 8: Managing Your Project Status

- ▶ Creating a Baseline
- ▶ Updating Tasks
- ▶ Updating the Project
- ▶ About the Project Status Date

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## Lesson 9: Updating and Tracking Your Progress

- ▶ Viewing the Critical Path
- ▶ Using Change Highlighting
- ▶ Using the Task Inspector Pane

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## Lesson 10: Creating Reports

- ▶ Creating Basic Reports
- ▶ Creating a Visual Report
- ▶ Comparing Projects

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## Lesson 11: Adding the Finishing Touches

- ▶ Checking Your Spelling
- ▶ Using the Page Setup Dialog
- ▶ Printing a Project
- ▶ E-mailing a Project
- ▶ E-Mailing Your Notes
- ▶ Printing Your Notes
- ▶ Creating a PDF

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## Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)