

MICROSOFT PROJECT 2010 INTRODUCTION

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Microsoft
Project 2010
Introduction



COURSE LENGTH: 1.0 DAYS

Microsoft Project 2010 is used to track and manage your projects. Building a foundation in MS Project 2010 requires an understanding and use of the many features of MS Project 2010 such as resource management, using task lists, sorting, grouping, scheduling, handling conflicts and much more.

The PD Training Microsoft Project 2010 Introduction Training Course provides professional training in the development of basic skills in Project 2010 to empower you to use the application to effectively manage and monitor your projects.

This fun and practical training course is available now across New Zealand including Auckland, Wellington and Christchurch.

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MICROSOFT PROJECT 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This Project 2010 Introduction training course running in Auckland, Wellington and Christchurch, teaches the basic commands and features of Microsoft Project 2010. Participants will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables.

Participants will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

OUTCOMES

- ▶ Become familiar with project management concepts & principles
 - ▶ Learn to identify Project 2010 interface components
 - ▶ Identify Gantt chart elements
 - ▶ Create projects
 - ▶ Set the project start date
 - ▶ Create a task list
 - ▶ Work in manual scheduling mode
 - ▶ Work in automatic scheduling mode
 - ▶ Change the default scheduling mode
 - ▶ Set task durations
 - ▶ Modify & rearrange tasks
 - ▶ Format a Gantt chart
 - ▶ Link & unlink tasks
 - ▶ Change task predecessors
 - ▶ Apply lead & lag time
 - ▶ Modify task relationships
 - ▶ Set task constraints
 - ▶ Create resource pools
 - ▶ Use the Cost table
 - ▶ Format the Timeline
 - ▶ Apply filter & AutoFilters
 - ▶ Highlight information
 - ▶ Group & sort tasks & resources
 - ▶ Display critical tasks
 - ▶ Display free slack
 - ▶ Apply automatic resource leveling
 - ▶ Level resources manually
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MODULES

Lesson 1: Introduction

- ▶ Introduction
- ▶ Personal learning goals of each participant
- ▶ Plan and structure for the day

Lesson 2: Getting started

- ▶ Project management concepts
- ▶ The Project window
- ▶ Project files
- ▶ The Help window

Lesson 3: Tasks

- ▶ Creating a task list
- ▶ Modifying a task list
- ▶ The Work Breakdown Structure

Lesson 4: Task scheduling

- ▶ Task links
- ▶ Task relationships
- ▶ Task options

Lesson 5: Resource management

- ▶ The base calendar
- ▶ Resources and calendars
- ▶ Project costs

Lesson 6: Views and tables

- ▶ Working with views
- ▶ Working with tables

Lesson 7: Filters, groups and sorting

- ▶ Filters
- ▶ Groups
- ▶ Sorting tasks and resources

Lesson 8: Finalising the task plan

- ▶ Finalising schedules
- ▶ Handling resource conflicts

WEB LINKS

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