

# Microsoft Project 2007 - Foundation

## Course Aims

This course introduces the basic skills necessary for using MS Project 2007.

It includes learning project basics, work with tasks, making adjustments to tasks, outlining tasks, working with views and working with resources. It also includes tasks such as working with calendars, adjusting resources, assigning costs, working with the critical path.

## Pre-requisites

An understanding of Windows / MS Project 98/2000 will be an added advantage

Level	Duration	Time
Basic	1 Day / 7.5 Hours	9:00 am to 5:30 pm

### Module 1. Learning Project Basics

- Starting Microsoft Project
- Using the Interface
- Displaying/Hiding Toolbars
- Opening an Existing Project
- Using the Project Guide
- Closing a Project
- Creating a New Blank Project
- Defining a New Project
- Defining the Project Working Times
- Adding a Nonworking Day
- Changing Project Information
- Using a Project Template

### Module 2. Working with Tasks

- Entering Tasks
- Editing Tasks
- Entering a Milestone Task
- Entering a Recurring Task
- Viewing and Hiding Recurring Tasks
- Editing Recurring Tasks
- Filtering Tasks

### Module 3. Organizing Tasks

- Indenting and Outdenting Tasks
- Collapsing and Expanding an Outline
- Inserting a Task
- Deleting a Task
- Moving a Task
- Documenting a Task
- Creating a Project Summary Task
- Viewing the WBS Codes

### Module 4. Scheduling Tasks

- Linking Tasks

- Linking Summary Tasks
- Unlinking Tasks
- Changing Task Relationships
- Applying Lag and Lead Time
- Applying a Constraint
- Entering a Start or Finish Date
- Setting a Deadline Date

### Module 5. Working with the Critical Path

- Viewing the Critical Path
- Viewing Slack

### Module 6. Working with Baselines

- Saving a Project Baseline
- Using the Tracking Gantt
- Updating a Project Baseline
- Updating Tasks in a Baseline
- Saving Additional Baselines
- Saving a Project Interim Plan
- Clearing a Baseline

### Module 7. Tracking Your Progress

- Updating a Completed Task
- Setting the Status Date
- Updating a Task on Schedule
- Updating a Task Not on Schedule
- Viewing Slippage
- Updating Projects on Schedule
- Entering the Percent Complete
- Entering Actual and Remaining Durations
- Rescheduling Uncompleted Work
- Applying Progress Lines
- Viewing Summary Information