



MICROSOFT PROJECT ESSENTIALS

SKILL LEVEL : INTERMEDIATE / ADVANCED
DURATION : 2 FULL DAYS

Mobile MOUSE
Unit 1 / 41 Action Rd
Malaga WA 6090
(08) 9404 7041
mobilemouse.com.au

COURSE OVERVIEW

This course is designed for those who need to use MS Project to develop practical, real-world project plans which are either in progress or in the planning phase. Rather than approaching MS Project training exclusively from a theoretical project management perspective, this course will facilitate participants learning the application and building a project at the same time.

WHO SHOULD ATTEND THIS COURSE

Anybody who has a need to gain or sharpen the Microsoft Project skills necessary to organise, schedule, chart and summarize projects is a candidate for this course. This course does not focus on Project Management skills and concepts as these skills and concepts should already be part of the potential attendees repertoire.

COURSE DURATION AND VENUE

- DURATION: 2 full days (9am to 4pm)
- VENUE: Onsite (your premises) or In-house (our premises)



MINIMUM ATTENDANCE REQUIREMENTS

- Attendees should already have strong keyboard and mouse skills.
- Knowledge of Project Management fundamentals & concepts or being involved in a project is a major advantage.

COURSE CONTENT AND OUTLINE

PART 1 - PROJECT FUNDAMENTALS

- The Project interface
- Using the Ask a Question Box
- Toolbars and Task Panes and the View Bar
- Project Guide
- Creating a new project
- Using templates
- File Properties
- Inputting Start and Finish Dates
- Setting up a Project Calendar
- Applying a new Calendar
- Setting Currency and Language

PART 2 - TASKS, NOTES & MILESTONES

- Entering Tasks and Subtasks and Durations
- Creating Summary and Recurring Task s
- Task Notes
- Milestones
- Task Drivers Pane
- Adding Constraints
- Editing & deleting & moving Tasks

PART 3 - DEPENDENCIES AND RESOURCES

- Finish-to-Start (FS) Dependencies
- Start-to-Start (SS) Dependencies
- Start-to-Finish (SF) Dependencies
- Creating a Resource List
- Working Time
- Rates
- Resource Notes
- Assigning Resources
- Cost Resources

PART 4 - VIEWS AND SPLIT WINDOWS

- Gantt Chart View
- Calendar View
- Network Diagram View
- Task Usage View
- Resource Graph View
- Resource Sheet View
- Resource Usage View
- Splitting the Window

PART 5 - REPORTING AND PRINTING

- Producing Reports
- Print Preview & Page Setup
- Print Dialog Box
- Overview Reports
- Current Activity Reports
- Cost Reports
- Assignments Reports
- Workload Reports
- Visual Reports
- Change Highlighting

Microsoft

Office Specialist

Authorized Testing Center

CERTIPORT

AUTHORIZED TESTING CENTER

What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support



MICROSOFT PROJECT ESSENTIALS

