

Venue: Onsite (your premises) or Inhouse (our premises)
Duration: 1 Full Day (9am - 4pm)

Part One - Project Fundamentals

- The Project 2007 Screen
- Using the Ask a Question Box
- Toolbars and Task Panes
- View Bar
- Project Guide
- Creating a new project
- Using templates
- File Properties
- Inputting Start and Finish Dates
- Setting up a Project Calendar
- Making a New Calendar
- Applying a new Calendar
- Setting Currency and Language

Part Two - Tasks, Notes and Milestones

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

Part Three - Dependancies 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 Four - 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 Five - 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



What We Provide at your Venue

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
- Downloadable practice files
- FREE online support

CONTACT MOBILE MOUSE NOW

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WHO SHOULD ATTEND THIS COURSE?

This course is designed for people who require the fundametal Microsoft Project skills necessary to organise, schedule, chart and summarise projects.

Please note that this course is not intended for brand new users to a computer. Attendees should already have fundamental keyboard and mouse skills.

