

Microsoft® Project 2010: Level 1

Course Specifications

Course length: 1.0 day(s)

Course Objective: You will create and manage a project schedule using Microsoft® Project 2010.

Course Content

Lesson 1: Getting Started with Microsoft Project

Topic 1A: Explore the Microsoft Project 2010 Environment

Topic 1B: Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

Topic 2A: Create a Project Plan

Topic 2B: Assign a Project Calendar

Topic 2C: Add Tasks to a Project Plan

Topic 2D: Enter the Task Duration Estimates

Topic 2E: Add Resources to a Project Plan

Lesson 3: Managing Tasks in a Project Plan

Topic 3A: Outline Tasks

Topic 3B: Link Dependent Tasks

Topic 3C: Set Task Constraints and Deadlines

Topic 3D: Add Notes to a Task

Topic 3E: Add a Recurring Task

Lesson 4: Managing Resources in a Project Plan

Topic 4A: Create a Resource Calendar

Topic 4B: Assign Resources to Tasks

Topic 4C: Enter Costs for Resources

Topic 4D: Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

Topic 5A: Shorten a Project Using the Critical Path

Topic 5B: Set a Baseline

Topic 5C: Print a Project Summary Report