

# Microsoft® Office Project® 2007: Introduction



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## Course Duration:

2 days

## Course Description:

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.

## Course Objectives:

You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

Upon successful completion of this course, students will be able to:

- Explore the Microsoft Office Project environment and the various views in which you can survey a project file.
- Create a new project plan.
- Manage tasks by organizing them and setting task relationships.
- Manage resources for a project.
- Finalize the project plan.

## Course Content

### Lesson 1: Getting Started with Microsoft Project

Topic A: Explore the Microsoft Project 2007 Environment

Topic B: Display an Existing Project Plan in Different Views

### Lesson 2: Creating a Project Plan

Topic A: Create a New Project Plan

Topic B: Assign a Project Calendar

Topic C: Add Tasks to the Project Plan

Topic D: Enter the Task Duration Estimates

Topic E: Add Resources in the Project Plan

### Lesson 3: Managing Tasks in a Project Plan

Topic A: Outline Tasks

Topic B: Add a Recurring Task

Topic C: Link Dependant Tasks

Topic D: Set a Constraint to a Task

Topic E: Set a Task Deadline

Topic F: Add Notes to a Task

### Lesson 4: Managing Resources in a Project Plan

Topic A: Create a Resource Calendar

Topic B: Assign Resources to Tasks

Topic C: Assign Additional Resources to a Task

Topic D: Enter Costs for Resources

Topic E: Enter Values for Budget Resources

Topic F: Resolve Resource Conflicts

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## **Lesson 5: Finalizing the Project Plan**

Topic 5A: Display the Critical Path

Topic 5B: Shorten the Project Duration

Topic 5C: Set a Baseline

Topic 5D: Print a Project Summary Report