



## *Looking at Training Differently.....*

# Microsoft Project v2000 Introduction with Project Management Concepts

<b>Objectives :</b>	The Student will become familiar with the basic concepts of a Project from its origin through to completion, whilst using Microsoft Project as a tool.
<b>Prerequisites:</b>	Experience in using Word, Excel or other windows based applications.
<b>Duration:</b>	<b>3 days</b>
<b>Additional Information</b>	Project Advanced Course or Consultancy can be provided if required

## Course Contents

<b>Using Microsoft Project</b>	
What is a Project?	Discussion on what a project is.
Project Concepts & Terminology	Critical Path
Baseline Plan	The Project Lifecycle
Theory of multiple projects.	
<b>Familiarisation of Project</b>	
A look at Microsoft Project and how it fits in with the theory/terminology covered above.	Help
Accessing Help in MS Project, using the manual and the exercises	Creating Project Schedule
Creating a Project from Scratch and theory on the different approaches	
<b>Making alterations to data</b>	
Editing, Undo	
Outlining	Setting up useful "levels or phases" in a Project to aid reporting
Task Relationships and Constraints	Theory and terminology covering the 4 different types of relationships, lead and lag and the 8 types of constraints
When to use constraints and when to avoid them	
<b>Identifying the Critical Path</b>	
Theory and practical to demonstrate how a critical path is created	Using Views, Tables and Filters
How to manipulate software to show the relevant information on the screen.	Turning toolbars and view bars on and off.
<b>Printing</b>	
Printing out the Gantt Chart – customising it for effective presentations	

For more information, or to book your course, please call Sense Training on 0870 4296445  
Or visit our web site –[www.sensetraining.co.uk](http://www.sensetraining.co.uk)