

Microsoft Office Project 2003

COURSE CODE: MSPRO03

Course Description

Microsoft Project is one of the most popular project management programs available to keep track of dates and the progress of a project. This introductory level demonstrates how to create, edit and monitor different projects (including resources) using Microsoft Project on a stand-alone system.

About This Courseware

Courseware Conventions

Using the Book

Courseware Objectives

Basic Windows Skills Checklist

A Quick Review of Basics

System Requirements

Obtaining Support

Obtaining Project Management Support

Starting Microsoft Project 2003

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Using the Mouse

Using the Keyboard

Moving Around Menus

Moving Around Dialog Boxes

Getting Help

Using the Office Assistant

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The Project Management Process

What is Microsoft Project?

Looking at the Screen

Looking at the View Bar

Introduction to a Simple Project Plan

Creating a New Project

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Saving a Project File
Opening and Closing a Project File
Sequencing Tasks
Using Project Templates
Project Start Date
Managing Tasks
Adding and Deleting Tasks
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Creating a Base Calendar
Using Resource Calendars
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Lead and Lag Time

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- Splitting a Task
- Displaying Resource
- Allocations
- Resource Graph
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- Questions and Review
- Build Your Skills Exercises

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Tracking Project Plans

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