

MICROSOFT PROJECT INTRODUCTION (LEVEL 1)		
A one day Introduction to Microsoft Project which is a powerful and flexible Project Management tool that puts you in control of your projects. Prerequisite: Participants should have attended a Project Management course prior to attending this course.		
SECTION 1		
Understanding Project Management Basics		
	What Is A Project?	
	Project Management Tools	
Accessing Microsoft Project		
Exiting Microsoft Project		
Microsoft Project Window		
Learning Microsoft Project Basics		
	Opening A Project File	
	Save A Project File	
Working With Project Tasks		
	Moving In A Gantt Table	
	Display Project Information In Views	
	Select A View	
	Apply A Combination View	
	Deselect A Combination View	
	Return To Gantt Chart View	
	Entering Text	
	Cancel Text	
	Edit Text	
	Delete Text	
	Select Text	
Scheduling A Project		
	Setting A Start Date	
Working With Project Tasks		
	Entering Tasks In A Gantt Chart	
	Linking Tasks	

	Reoccurring Tasks	
Editing The Task List		
	Inserting New Tasks	
	Copying Tasks	
	Moving Tasks	
	Deleting Tasks	
	Undo	
Establishing Task Relationships		
	Understanding Relationships Between Tasks	
	Specifying Task Relationships	
	Entering Relationship Information	
	Understanding Lead And Lag Time	
Outlining The Project		
	Creating An Outline	
	Collapsing And Expanding	
	A Summary Task	
	Editing Summary Tasks	
	Adjusting The Timescale	
SECTION 2		
Working With Resources		
	Managing Project Resources	
	Working With Costs	
	Editing Resources	
Changing Working Time		
	Using Standard Calendars	
	Resource Calendars	
Scheduling Resources		
	Resource Driven Tasks	
	Fixed Duration Tasks	
Managing Resource Workloads		
	Resolving Resource Conflicts	
	Create A Baseline	

MICROSOFT PROJECT INTERMEDIATE (LEVEL 2)		
<p>A one day Intermediate course helps you manage, communicate and track your project information in order to keep control of your projects. Prerequisite: Participants should have attended a Microsoft Project Introduction course prior to attending this course.</p>		
SECTION 1		
Viewing The Plan		
	Filtering The Project Tasks	
	Sorting Tasks	
	Working With Multiple Projects	
	Working With More Than One Project	
	Create A Workspace	
	Open Workspace Using New Window	
Consolidating Projects		
	Consolidating Closed Files	
	Master Projects And Sub-Projects	
	Creating Sub-Projects In A Master Project	
Printing Views And Reports		
	Gantt Chart Wizard	
	Page Setup	
	Print Previewing Views	
	Printing Views	
	Print Previewing And Printing Reports	
	Print A Report	
SECTION 2		
Controlling The Project		
	Adjusting Project Costs	
	Reducing Costs	
	Scheduling Task	
	Constraints	
	Constraint Conflicts	

Tracking Project Progress		
	Updating The Schedule With Actual Information	
	Updating Specific Tasks	
	Comparing Results	
	Comparing Baseline Versus Actual Data	
Working With The Critical Path		
	Filter Critical Paths	
	Changing Task	
	Relationships	
	Adding Resources	
	Increase Working Hours	
SECTION 3		
Customising		
	Customised Tables	
	Customising Views	
	Create A New Reports	
Pert Charts		
Project Notes		