

## ***Project Day One***

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Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create a new project. The following course content details what will be covered in this class.

### **Course Outline**

Project management basics	Saving the project file
Linking tasks	Working with outlines
Running microsoft project	Adding recurring tasks
The project screen	Using the spell checker
Working with the menu and ribbons	Closing the project file
Working with dialog boxes	Linking tasks
Getting help	Viewing the network diagram
Opening a project	Formatting the network diagram
Changing views	Checking the project status
The planning wizard	Working with resources
Starting a new project	Working with resource calendars
Setting project specifications	Assigning/removing resources
Setting up work calendars	Printing the project
Customizing the gantt chart	Changing page setup
Creating the plan	Setting the Project Plan

## ***Project Day Two***

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Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to track a project. The following course content details what will be covered in this class.

### **Course Outline**

Changing views

Changing tables

Sorting the data

Analyzing slack

Adding fixed costs

Printing reports

Adding task constraints

Handling scheduling conflicts

Handling resource conflicts

Tracking the project

Working with filters

Consolidating projects

Working with subprojects

Creating & sharing a resource pool

Opening a shared project