



# Course Outline

## Project - Intermediate



Versions 2007/2010/2013/2016

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**Program Objectives:** Students will learn how to use different views, manage resources, and understand costs when analyzing Microsoft Project data.

- ◆ Project Defined
- ◆ Creating a Project
- ◆ Templates
- ◆ File Properties Feature
- ◆ Baselines
- ◆ Inserting and Deleting Tasks
- ◆ Creating Subtasks
- ◆ Project Detail
  - Displaying
  - Hiding/Viewing the Subtasks
  - Revealing All Task Detail
- ◆ Setting Up Total Project Duration
- ◆ Viewing the Project
  - Gantt Chart View
  - Network Diagram View
  - Calendar View
  - Resource Sheet
  - Resource Usage
  - Other Views
  - Task Sheet
  - Combination Views
- ◆ Types of Reports
- ◆ Creating Reports
- ◆ Creating a Split Task
- ◆ Project Notes
- ◆ Task Notes
- ◆ Hyperlinks
- ◆ Changing the Timeline
- ◆ Formatting the Timescale
- ◆ Using the Gantt Chart Wizard
- ◆ Bars
  - Changing Bar Styles
  - Displaying Bar Text
  - Changing the Bar Height
  - Formatting the Bars
- ◆ Changing Calendars
- ◆ Setting a Non-Working Day
- ◆ Copying a Calendar
- ◆ Project Resources
  - Creating a Master Resource File
  - Sharing Resources
  - Creating/Using a Resource Pool
  - Providing Resource Details
  - Assigning/Removing a Resource
  - Effort Driven Scheduling
- ◆ Leveling Resources Automatically
- ◆ Customizing Toolbars
- ◆ Assigning Costs
- ◆ Entering a Fixed Cost
- ◆ Adding/Removing Columns
- ◆ Sorting Tasks
  - Performing a Simple Sort
  - Performing a Multiple Criteria Sort
- ◆ Activating the Resource Management Toolbar
- ◆ Using the Filtering Feature
- ◆ Consolidating Projects
- ◆ Working With Multiple Open Projects
- ◆ Creating a Workspace
- ◆ Creating a Baseline
- ◆ Tracking Progress
- ◆ Updating the Schedule With Actual Information
- ◆ Displaying the Tracking Toolbar
- ◆ Updating the Schedule
- ◆ The Tracking Table
- ◆ Comparing Baseline Vs. Actual Data
- ◆ Understanding Critical Tasks
- ◆ Crashing the Critical Path
- ◆ Filtering Critical Tasks

### Course Prerequisite

Must have Project – Basics or equivalent experience

(4 CPE Credits)