



Microsoft Project 2003 - Intro

2 days

Creating the Project Plan - the Basics

- Getting Started with Microsoft Project
- Entering Project Information and Tasks
- Specifying Task Relationships

Creating the Project Plan - Tasks

- Navigating through a Project
- Changing Task Information
- Entering Task Constraints
- Creating Summary Tasks
- Collapsing and Expanding the Outline
- Copying, Moving, and Deleting Tasks

Creating the Project Plan - Resources

- Creating and Assigning Resources
- Using Calendars

Viewing the Project Plan - Views

- Understanding Views
- Using Dual-Pane Views
- Using Custom Tables
- Applying a Table to a View
- Applying a Filter to a View

Updating the Project Plan - Schedule and Resources

- Shortening the Schedule
- Understanding Resource Scheduling
- Changing the Schedule by Changing Resources
- Changing the Scheduling Method
- Finding Overallocated Resources
- Resolving Resource Conflicts
- Leveling Resources

Updating the Project Plan - Baseline

- Saving the Baseline Plan
- Making Changes to the Schedule
- Updating Tasks
- Tracking Actual Work and Actual Cost

Customization

- Formatting Text
- Using the GanttChartWizard
- Formatting Gantt Bars
- Adding Text to Gantt Bars
- Showing Rollup Tasks
- Working with Tables
- Working with Details
- Defining a New Table
- Editing a Table
- Using Custom Fields
- Creating a Table Based on Another Table
- Formatting Views Overview
- Understanding the Global File
- Using the Organizer

Exporting Data

- Exporting to a MS Excel file with a data key.

Printing Views and Reports

- Printing Views
- Setting Up the Page

Managing Costs

- Assigning Rates and Costs
- Saving the Baseline Plan
- Making Changes to the Schedule
- Managing Cost Information