

# Microsoft Office Project 2010: Level 1

**Objectives:** You will create and manage a project schedule using Microsoft® Project 2010

**Designed for:** This course is designed for anyone who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

**Prerequisites:** Learners enrolling on this class should have an understanding of project management concepts.

## Course Content

### Getting Started with Microsoft Project

- Explore the Microsoft Project 2010 Environment
- Display an Existing Project Plan in Different Views

### Creating a Project Plan

- Create a Project Plan
- Assign a Project Calendar
- Add Tasks to a Project Plan
- Enter the Task Duration Estimates
- Add Resources to a Project Plan

### Managing Tasks in a Project Plan

- Outline Tasks
- Link Dependent Tasks
- Set Task Constraints and Deadlines
- Add Notes to a Task
- Add a Recurring Task

### Managing Resources in a Project Plan

- Create a Resource Calendar
- Assign Resources to Tasks
- Enter Costs for Resources
- Resolve Resource Conflicts

### Finalising a Project Plan

- Shorten a Project Using the Critical Path
- Set a Baseline
- Print a Project Summary Report

**Duration:** 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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