



Exact Business Solutions Pty Ltd

Course Outlines

Introduction to Microsoft Project 2003

A One Day Guide

EBS 03114

Course Aims This course will provide you with the knowledge and skills required to develop a project schedule and track the progress using Microsoft Project 2003. You will gain a clear understanding of Microsoft Project's potential and obtain the practical skills needed to schedule tasks, allocate resources, and monitor and report on the progress of projects.

Objectives At the end of the course, participants will have learnt to:

- ✓ Open Microsoft Project 2003
- ✓ Use the parts of the Project interface
- ✓ Use task panes
- ✓ Interact with Microsoft Project 2003
- ✓ Close Microsoft Project 2003
- ✓ Use the Project menus and toolbars
- ✓ Use the Project guide
- ✓ Open, save, re-save and close projects
- ✓ Switch between open projects
- ✓ Use the Help menu
- ✓ Use the Help task pane
- ✓ Use and configure the Office Assistant
- ✓ Use the Type a Question box
- ✓ Get help in a dialog box

Prerequisites Before attending this course, you must have a good understanding of basic project management principles and concepts.

Course Structure This course uses a combination of instructor presentations, and student hands-on practical exercises. Each participant will be given a Manual and Quick Reference Guide and will have the opportunity to apply what they have learnt in the classroom throughout the course.

Getting Started

Starting Out

What Is Project ?
What Is A Project?
Why Use Project ?

Meeting Project

Opening Microsoft Project
Interface Overview
Using Task Panes
Using Menus And Toolbars
About Dialog Boxes
Closing Microsoft Project

Using Project

Menu Overview
Using The Standard Toolbar
Using The Formatting Toolbar
Using The Project Guide

Managing Project Files

Opening Project Files
Saving Project Files For The First Time
Re-Saving A Project File
Switching Between Open Projects
Closing Project Files

Getting Help In Project

Using The Help Menu
Using The Help Task Pane
Using Help Topics
Using The Office Assistant
Configuring The Office Assistant
Using The Type A Question Box
Getting Help In A Dialog Box

Starting A Project

Creating A Project

Planning Your Project
Creating A Project
Entering Project Information
Setting Working Time

Creating Tasks

Entering New Tasks
Changing A Task's Duration
Moving A Task
Inserting A Task
Deleting A Task

Editing Tasks

Opening The Task Information Dialog
Task Types
Setting Milestones
Creating Recurring Tasks
Creating Subtasks
Creating Summary Tasks

Setting Constraints

Types Of Constraints
Creating A Constraint
Setting Task Deadlines
Constraints Vs. Deadlines

Scheduling A Project

Creating The Project Calendar

Calendar Types
Setting Up The Calendar
Creating A New Calendar
Changing Calendar Views
Adjusting The Timescale

Setting A Project's Baseline

Baseline Basics
Saving A Baseline
Viewing A Baseline
Clearing A Baseline

Setting A Project's Interim Plan

Setting An Interim Plan
Viewing An Interim Plan
Clearing An Interim Plan

Setting A Project's Critical Path

What Is The Critical Path?
How Does Project Determine The Critical Path?
Viewing The Critical Path
Shortening The Critical Path

Printing And Viewing A Project

Printing And Viewing A Project

Checking Spelling In A Project
Selecting Text
Cutting, Copying, And Pasting
Using Undo And Redo
Inserting Page Breaks

Changing Your View

Using Zoom
Using The View Bar
Using Basic Views
Using Advanced Views
Using The Find Dialog

Using Page Setup

Setting Page Options
Setting Margins
Setting Headers
Setting Footers
Modifying The Legend
Changing View Settings

Printing A Project

Opening Print Preview
Using Print Preview
Using Print Commands
Using The Print Dialog
Using The Project Guide For Printing Wizard