



# Exact Business Solutions Pty Ltd

## Course Outlines

### Intermediate Microsoft Project 2003

A One Day Guide

#### EBS 03115

#### Course Aims

This course will provide you with the knowledge and skills required to develop a project to an intermediate level. You will gain a clear understanding of Microsoft Project's potential and obtain the practical skills needed to work with tasks and allocate resources.

#### Objectives

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

- ✓ Use My Computer within Project
- ✓ Save and view files
- ✓ Use file templates
- ✓ Use and edit resources
- ✓ Work with tasks
- ✓ Use variances
- ✓ Create reports
- ✓ Use the organiser

#### Prerequisites

A basic working knowledge of MS Project is required and an understanding of basic project management principles and concepts. Equivalent skills or completion of *Course 3114 Microsoft Project 2003 Introduction* is needed.

#### Course Structure

This course uses a combination of instructor presentation, 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.

## Advanced Task Files

### Using My Computer within Project

- Navigating Using My Computer
- Performing Basic Tasks with My Computer
- Using Views in My Computer
- Using the My Places Toolbar

### Saving Files

- Using File Formats
- Using File Properties
- Using Auto Save
- Setting Save Options

### Using Templates

- Using a Template
- Creating a Template
- Access a custom template
- Using and Saving Template Previews

### Viewing Your Files

- Opening a New Window
- Arranging Windows
- Hiding or Unhiding a window
- Splitting a Window

### Advanced Views

- Using Multiple Views
- Viewing Tables
- Sorting Information
- Using Filters
- Using Autofilters

## Using Resources

### Resource Basics

- Creating a Resource List
- Assigning Work and Material to a Resource
- Using the Resource Information Dialog

### Edit Resources

- Modifying a Resource's Calendar
- Editing Working Time
- Grouping Resources
- Removing a Resource

### Resources and Tasks

- Assigning a Resource to a Task (Gantt View)
- Assigning a Resource to a Task (Task Information)
- Assigning a Resource to a Task (Tools Menu)
- Removing or Replacing a Resource

### Resource Views

- Using the Resource Sheet View
- Using the Resource graph view
- Using the Resource Usage View

### Resource Conflicts

- Identifying Resource Conflicts
- Using The Resource Management Toolbar
- Reassigning Resources
- Scheduling Overtime

## Working With Tasks

### Viewing Tasks

- Using The Task Entry View
- Using The Task Usage View
- Using The Tracking Gantt View
- About Task Indicators

### Linking Tasks

- Link Types
- Linking Tasks within a Project
- Unlinking Tasks within a Project
- Linking Tasks across a Project3
- Unlinking Tasks across a Project
- Using Lag Time and Lead Time
- Splitting a Task

### Completing Tasks

- Entering Task Completion as a Percentage
- Entering Time per Resource
- Setting Contours
- Contour Indicators

## Advanced Project Tasks

### Variances

- Using the Variance Table
- Using the Work Table
- Using the Cost Table
- Viewing Project Statistics

### Creating Reports

- Using The Reports Dialog Box
- Creating a Pre-Defined Report
- Creating a Custom Report
- Using The Project Guide To Print a Report

### Using The Organizer

- Opening The Organizer
- Copying Elements
- Renaming Elements
- Deleting Elements