



# Central IT Training

---

## Project 2003 Introduction

**Course Duration**            2 Days            9:30am to 4:30pm

### Overview

This course is designed to give you a good basic knowledge of Project enabling you to create and work with a project.

### Minimum Requirements

Delegates should have a basic knowledge of windows and be able to use the keyboard and mouse. Knowledge of Excel to Intermediate level is preferable.

## Course Contents

### The Basics

- Overview of Project
- Planning a Project
- Opening a New Project
- The Project Screen

### Setting up a Basic Project

- Default Working Day
- Creating a Project Calendar
- Inputting Tasks and Sub Tasks
- Adding Duration to Tasks
- Gantt Chart View
- Calendar View

### Tasks

- Inserting and Editing Tasks
- Estimating Durations
- Milestones and Phases
- Recurring Tasks
- Deleting and Moving Tasks
- Task Types
- Task Priority
- Linking Tasks
- Creating a Logical Sequence
- Tasks Dependencies
- Splitting Tasks

### Resources

- Entering Resources
- Resource Types
- The Work Formula
- Units and Rates
- Assigning Resources to Tasks
- Removing and Replacing Resources
- Assigning and Amending Calendars

### Working with a Project

- Levelling a Project
- The Critical Path
- Filtering for Critical Tasks
- Saving a Baseline
- Tracking Progress
- Marking Tasks Complete
- Recording Actual Work on a Task

### Costs

- Assigning Fixed Costs
- Assigning Costs to Resources
- Overtime Costs

### Reports

- Print Preview and Print Options
- Generating Reports