

Course overview:

Project 2000 Basic

(S266eng)



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Overview and objectives

After completing this one-day course, students will know how to:

Apply project management concepts, start Microsoft Project 2000, open an existing file, use the Office Assistant, create, save, and close a new project file, and exit Microsoft Project 2000.

Create a task list, modify the task list, create the Work Breakdown Structure (WBS), and view, define, and apply WBS codes.

Create task links, and add lead time, explore Network Diagram view, modify task links, and add advanced task information.

Use the Change Working Time dialog box to create a new base calendar, task calendar, and resource calendar, use Resource Sheet view to enter resource information, assign resources to tasks, and work with resource costs.

Examine and customize Calendar view, and customize Gantt Chart and Network Diagram views.

Edit task constraints, edit an effort-driven schedule, and identify and resolve resource overallocation.

Use standard filters and AutoFilters to view data, create a custom filter, use predefined groups, and create a custom group, and sort tasks and resources

Who should attend?

Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. Students should know the basics of project management techniques. Students will get most out of this course if their goal is to become proficient managers by using Microsoft Project 2000 to create efficient and cost-effective projects for their organizations.

Project 2000 basics

- Project management concepts • Exploring the Project 2000 window • Using Help • Working with a project file • Closing a project file and exiting Project 2000

Working with tasks

- Creating a task list • Modifying a task list • Creating the Work Breakdown Structure • Customizing WBS codes

Scheduling tasks

- Setting up task links • Working in Network Diagram view • Working with advanced task options

Managing resources

- Creating a base calendar • Working with resources and calendars • Working with resource costs

Working with task views

- Working in Calendar view • Customizing other views

Finalizing the task plan

- Finalizing the schedule • Resolving resource conflicts

Filtering, grouping, and sorting

- Working with filters

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