



Microsoft Project Level 1

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live

Overview

Unlock the full potential of Outlook by learning how to customize your environment, calendar, and email . Create contacts, tasks, and notes. Learn how to automate your email rules.

Chapter 1 – Views, Tables and Formatting

Views, Table, Tasks Ribbon Tab, Resources Ribbon Tab, Project Ribbon Tab, View Ribbon Tab, Formatting, Scroll to Task, Zoom Slider, Initial Setup of a Project, Calendar, Properties, and Start Date

Chapter 2 - Tasks, Durations and Organization

Task Names, Manual Schedule, Duration value, Auto Schedule, Milestone, Reoccurring Task, Outline /Summary, Outline, Inactivate Task, Move Task, Outline Numbering, Project Summary, Summary Hide, Estimate Task, Delete A Task, Undo/Redo, Insert Task, Placeholder and Fixed Duration.

Chapter 3 - Linking

Link Tasks, Finish-To-Start, Start-To-Start, Finish-To-Finish, Start-To-Finish, Lead, Lag, Flexible Constraints, Simi-Flexible Constraints, In-Flexible Constraints, Deadlines, and Notes.

Chapter 4 - Calendar

Standard Calendar, Resource Calendar, Task Calendar, Secondary Calendar, Resource Base Calendar, Calendar, Exceptions, Work Weeks, Default Calendar, and Visible Calendar.

Chapter 5 - Establishing Resources

Resource Sheet, Resource Name, Type, Material, Initials, Group, Max, Std. Rate, Ovt. Rate, Cost/Use, Accrue Rate, Base Calendar, Code, Resource Calendar, Resource Information and Resource Graph.

Chapter 6 - Assigning Resources

Task Information, Assign Resources, Resource Names Column, and Task Type.

Chapter 7 - Leveling Resources

Resource Usage, Resource Leveling, Change Relationship, Change Lead/Lag, Add Additional Resources, and Reassign The Resource.

Chapter 8 - Cost and Budget



Statistics, Cost Table, Resource Rate, Summary, Project Summary, Accrual Methods, Budget, and Resource Rate Table.

Chapter 9 - Critical Path

Detailed Gantt, Schedule, Slack, Format Critical Task, and Filter Critical Path.

Chapter 10 - Baseline/Intern Plan

Set Baseline, Tracking Gantt view, Variance, and Interim Plan.

Chapter 11 - Tracking.

Percent Complete, and Tracking Table.

Chapter 12 - Reporting

Visual Reports, Reports, Printing, Copy Picture and PDF Printing.

To register or for more information call
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