

# Microsoft Office Project 2010: Basic

## Course Overview

This course teaches the basic commands and features of Microsoft Project 2010. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Students will finish up the course with learning how to resolve resource conflicts.

## Course Outline

<b><u>Course Introduction</u></b>	<b>3m</b>
Course Introduction	
<b><u>Unit 01: Getting Started</u></b>	<b>40m</b>
<b>Topic A: Project Management Concepts</b>	
Project Constraints	
Phases of Project Management	
Links Between Project Phases	
Typical Project Management Tasks	
Gantt Chart View	
A Task List in Gantt Chart View	
Resource Sheet View	
<b>Topic B: The Project Window</b>	
The Project 2010 Interface	
Backstage View	
Demo - B-1: Identifying Interface Components	
A Sample File in Gantt Chart View	
Open a Project File	
Demo - B-2: Exploring Gantt Chart View	
<b>Topic C: Project Files</b>	
Set the Project Start Date	
Project Information Dialog Box	
Define Project Properties	
Demo - C-1: Creating a Project File	
Save a New Project File	
Demo - C-2: Saving a Project File	
<b>Topic D: The Help Window</b>	
The Project Help window	
Demo - D-1: Getting Help with Using Project	
Unit 01 Review	
<b><u>Unit 02: Tasks</u></b>	<b>29m</b>
<b>Topic A: Creating a Task List</b>	
User-Controlled Scheduling	
Demo - A-1: Exploring User-Controlled Scheduling	
Demo - A-2: Adding Tasks and Durations in Auto Schedule Mode	
Change Default Scheduling Mode	

Demo - A-3: Changing the Scheduling Mode for all New Files

**Topic B: Modifying a Task List**

Add Tasks to a Task List

Delete Tasks

Rearranging Tasks

Demo - B-1: Inserting and Deleting Tasks

Cut and Paste a Task

Drag Selected Tasks

Demo - B-2: Rearranging Tasks

Demo - B-3: Formatting the Task List

**Topic C: The Work Breakdown Structure**

Create a Project Summary Task

Demo - C-1: Creating a Project Summary Task

Demo - C-2: Defining a Work Breakdown Structure

Convert a Task into a Milestone

Gantt Chart Styles

Demo - C-3: Setting Milestones

Demo - C-4: Applying Gantt Chart Styles

Unit 02 Review

**Unit 03: Tasks Scheduling**

**30m**

**Topic A: Task Links**

Task Links

When You Link Tasks

Linking Tasks

Demo - A-1: Linking and Unlinking Tasks

Change a Task's Predecessor

Demo - A-2: Changing Task Predecessors

Lag Time

Lead Time

Apply Lead Time or Lag Time

Demo - A-3: Adding Lead Time and Lag Time to Tasks

Insert a Recurring Task

Demo - A-4: Adding Recurring Tasks

**Topic B: Task Relationships**

Nodes in Network Diagram View

Demo - B-1: Exploring Network Diagram View

Task Relationships

Task Dependency Dialog Box

Demo - B-2: Changing Task Relationships

**Topic C: Task Options**

Task Types

Demo - C-1: Changing a Task Type

Task Constraints

Demo - C-2: Applying Task Constraints

Unit 03 Review

## **Unit 04: Resource Management**

28m

### **Topic A: The Base Calendar**

Create a Base Calendar

Change Working Time

Demo - A-1: Creating a Base Calendar

### **Topic B: Resources and Calendars**

Resources and Calendars

Resource Types

Demo - B-1: Creating a Resource Pool

Create a Resource Calendar

Demo - B-2: Creating a Resource Calendar

Assign Resources

Demo - B-3: Assigning a Single Resource to a Task

Assign a Resource to Multiple Tasks

Assign Multiple Resources to a Task

Demo - B-4: Assigning Multiple Tasks and Resources

Demo - B-5: Creating and Applying a Task Calendar

### **Topic C: Project Costs**

Fixed and Variable Costs

Demo - C-1: Entering Resource Costs

Cost Table in Task Sheet View

Demo - C-2: Using the Cost Table

Unit 04 Review

## **Unit 05: Views and Tables**

16m

### **Topic A: Working with Views**

Calendar View

Demo - A-1: Exploring Calendar View

Demo - A-2: Applying Form Views

Timeline Formatting

Demo - A-3: Working with the Timeline

Demo - A-4: Copying a Timeline into PowerPoint

### **Topic B: Working with Tables**

Create a Table from Another Table

Insert a Field in a Table

Insert the WBS Column

Show WBS in Task Name Field

Demo - B-1: Creating a Table and Displaying WBS Codes

Unit 05 Review

## **Unit 06: Filters, Groups, and Sorting**

19m

### **Topic A: Filters**

Filter a View

Demo - A-1: Filtering and Highlighting Information

Apply an AutoFilter

Demo - A-2: Applying AutoFilters

Create a Custom Filter

Demo - A-3: Creating a Custom Filter

### **Topic B: Groups**

A Grouped Task List  
Demo - B-1: Grouping Tasks  
Create a Custom Group  
Edit or Copy a Group  
Demo - B-2: Creating a Custom Group  
**Topic C: Sorting Tasks and Resources**  
Sort a Task List  
Demo - C-1: Sorting a Task List  
A Sorted Resource Sheet  
Demo - C-2: Sorting a Resource List  
Renumber a Sorted List  
The Sorted List, Renumbered  
Demo - C-3: Renumbering a Sorted Resource List  
Unit 06 Review

**Unit 07: Finalizing the Task Plan**

20m

**Topic A: Finalizing Schedules**

Slack  
Demo - A-1: Displaying Critical Tasks and Free Slack  
Effort Driven Schedules  
Make a Task Non-Effort-Driven  
Example of Smart Tag Options  
Demo - A-2: Editing Effort-Driven and Non-Effort-Driven Tasks

**Topic B: Handling Resource Conflicts**

Resource Usage View  
Demo - B-1: Viewing Resource Over-Allocation  
Options to Level Resources Manually  
Demo - B-3: Filtering for Specific Resources  
Demo - B-4: Leveling a Resource  
Unit 07 Review  
Course Closure

**Total Duration: 3hrs 6m**