



# Microsoft Project 2010

Level 1



INFOCUS COURSEWARE

Level Series

Order Code: INF1064

ISBN: 978-1-925121-79-7

❖ **General Description**

The skills and knowledge acquired in this course are sufficient for the learner to be able to use **Microsoft Project 2010** to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information.

❖ **Learning Outcomes**

At the completion of this course the learner should be able to:

- start **Microsoft Project** and identify how it works
- explain some of the key concepts associated with project management
- enter tasks into a project file
- create relationships between tasks in a project
- understand and use resource assignment calculations
- assign resources to tasks using a number of different methods
- print various aspects of a project

❖ **Target Audience**

This course is designed for people who need to know how to use **Microsoft Project 2010** to create projects and work with all elements associated with projects such as tasks and resources.

❖ **Prerequisites**

This course assumes little or no knowledge of **Microsoft Project 2010**. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.

❖ **Pages/Duration**

124 pages. Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ **Student Files**

Many of the topics in this course require the learner to open an existing file with data in it. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF1064**.

❖ **Methodology**

The **In Focus** series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence



*Need more?  
Here's a  
suggested  
learning path  
based on this  
title...*

*This title...      **INF1064 Microsoft Project 2010 Level 1***

*Then...            **INF1065 Microsoft Project 2010 Level 2***

*Then...            **INF1066 Microsoft Project 2010 Level 3***

*\* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, May 13, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information



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## Contents

### ➤ Microsoft Project Basics

- ✓ How Microsoft Project Works
- ✓ Starting Microsoft Project
- ✓ The Microsoft Project Screen
- ✓ How Microsoft Project 2010 Works
- ✓ Using The Ribbon
- ✓ Understanding The Backstage View
- ✓ The Project Work Area
- ✓ Working With Views
- ✓ Working With Split Screens
- ✓ Understanding Sheet Views
- ✓ Working With Tables
- ✓ Gantt Chart View
- ✓ Working The Gantt Chart View
- ✓ Working With The QAT
- ✓ Working With Files
- ✓ Exiting From Microsoft Project

### ➤ Project Management

- ✓ Tasks And Resources
- ✓ The Importance Of Planning
- ✓ Project Management Tools
- ✓ Using A Computer For Project Management

### ➤ Creating A New Project

- ✓ Steps In Creating A Project
- ✓ Understanding Your Project
- ✓ Creating A New Project File
- ✓ Understanding The Calendar Options
- ✓ Changing The Calendar Options
- ✓ Working With Calendars
- ✓ Modifying The Standard Calendar
- ✓ Entering Public Holidays
- ✓ Creating A New Calendar
- ✓ Setting Up Project Information
- ✓ Entering File Properties

### ➤ Creating Tasks

- ✓ Understanding Tasks
- ✓ Understanding Scheduling Icons
- ✓ The Rostadium Case Study Tasks
- ✓ Reviewing The Project
- ✓ Entering Tasks
- ✓ Creating Summary Tasks
- ✓ Assignment – Creating Summary Tasks
- ✓ Working In A Sheet View
- ✓ Working With Summary Tasks
- ✓ Working With Task Views
- ✓ Examining Task Information
- ✓ Understanding Task Durations
- ✓ Entering Task Durations
- ✓ Checking Progress
- ✓ Entering Milestones

### ➤ Scheduling

- ✓ Understanding Task Dependencies
- ✓ Creating Dependencies Automatically
- ✓ Creating Dependencies In Task Entry
- ✓ Creating Dependencies In Task Information
- ✓ Creating Dependencies In A Sheet View
- ✓ Fine Tuning A Schedule Using Dependencies
- ✓ Auto Scheduling Tasks
- ✓ Critical Path And Project Slack
- ✓ Viewing The Critical Path
- ✓ Examining Task Slack
- ✓ Understanding Lag Time
- ✓ Entering Lag Time
- ✓ Understanding Lead Time
- ✓ Entering Lead Time

### ➤ Resourcing A Project

- ✓ Understanding Resources
- ✓ Entering Work Resources
- ✓ Entering Material Resources
- ✓ Entering Cost Resources
- ✓ Assigning Calendars To Resources
- ✓ Understanding Resource Availability
- ✓ Adjusting Resource Availability
- ✓ Changing The Unit Display

### ➤ Resourcing Concepts

- ✓ Resource Assignment Calculations
- ✓ Task Types And Work Effort
- ✓ Creating A Simple Assignment
- ✓ Working With Fixed Unit Tasks
- ✓ Working With Fixed Duration Tasks
- ✓ Making Multiple Assignments
- ✓ Adding Additional Resources
- ✓ Adding More Of The Same Resource
- ✓ More Resources In Multiple Assignments
- ✓ Understanding Effort Driven Scheduling
- ✓ Working With Non Effort Driven Tasks
- ✓ Working With Effort Driven Tasks

### ➤ Assigning Resources

- ✓ Simple Resource Assignments
- ✓ Assigning Part Time Resources
- ✓ Understanding Work Contouring
- ✓ Specifying Resource Usage
- ✓ Contouring Work Hours
- ✓ Assigning Specific Work Times
- ✓ Work Times For Multiple Assignments
- ✓ Problem Assignments
- ✓ Assigning Resources In Task Information
- ✓ Assigning Resources In A Sheet
- ✓ Assigning Resources You Do Not Have
- ✓ The Case Study Resources

### ➤ Printing

- ✓ Printing A Gantt Chart
- ✓ Printing Sheet Views
- ✓ Printing Tasks For Resources
- ✓ Printing Resources For Tasks

### ➤ Concluding Remarks



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