



Microsoft Project 2010

Level 1



INFOCUS COURSEWARE

Level Series

Order Code: INF1064 ISBN: 978-1-921342-07-3

❖ **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. 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 Wednesday, February 22, 2017 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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- ✓ The Microsoft Project Screen
- ✓ How Microsoft Project 2010 Works
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- ✓ The Project Work Area
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➤ Printing

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- ✓ Printing Tasks For Resources
- ✓ Printing Resources For Tasks

➤ Concluding Remarks



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