



Microsoft Project 2010

Module 1



INFOCUS COURSEWARE

Module Series

Order Code: INF1070 ISBN: 978-1-925121-84-1

❖ 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, schedule and track a project, manage and monitor project costs, 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
- use various techniques for levelling over allocation of resources
- assign material resources in a project
- assign and track costs within a project
- apply constraints and deadlines to tasks in a project
- track the progress of a project
- 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 manage projects and all elements such as tasks, resources, and costs, associated with projects.

❖ 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

174 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 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 **INF1070**.

❖ 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

❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* 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.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



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- ✓ Working With Views
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- ✓ Changing Rates During A Project
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- ✓ Viewing Project Costs





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➤ **Constraints And Deadlines**

- ✓ Understanding Constraints And Deadlines
- ✓ Reviewing Our Project
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➤ **Printing**

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

➤ **Concluding Remarks**



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