Microsoft Project 2007
Level 1

General Description	This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Project 2007 effectively.
Learning Outcomes	At the completion of this courseware participants will be able to:

- start Microsoft Project and work with it's key screen features
- create a new project file
- understand key project management concepts
- enter and work with tasks in a project
- enter and work with durations for tasks
- enter and work with task relationships
- create and work with resource pools
- understand resource assignment concepts
- assign resources to tasks
- print information from a project.

Target Audience	This course is intended for people who need to know how to manage projects using Microsoft Project 2007.
Prerequisites	This course is designed for participants with little or no knowledge of the software.
Pages	10 chapters, 200 pages, and 31,825 words!
Approx* Duration	57 exercises. Anticipated duration* of 8 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com.
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

* Approximate 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, November 04, 2009 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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