

Microsoft Project Level 1 Outline

LESSON 1 - THE BASICS

- 1.1 UNDERSTANDING PROJECT MANAGEMENT
- 1.2 LAUNCHING MICROSOFT PROJECT
- 1.3 THE PROJECT ENVIRONMENT
- 1.4 CREATING A NEW PROJECT
- 1.5 ENTERING PROJECT INFORMATION
- 1.6 CREATING A PROJECT CALENDAR
- 1.7 SAVING AND CLOSING A PROJECT
- 1.8 OPENING AN EXISTING PROJECT
- 1.9 HIDING THE RIBBON
- 1.10 SETTING PROJECT OPTIONS
- 1.11 USING TELL ME TO OBTAIN HELP

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH TASKS

- 2.1 ENTERING TASKS
- 2.2 EDITING TASKS
- 2.3 REARRANGING TASKS
- 2.4 INSERTING AND DELETING TASKS
- 2.5 ADDING A PROJECT SUMMARY TASK
- 2.6 OUTLINING TASKS
- 2.7 ADDING A RECURRING TASK
- 2.8 DISPLAYING WBS CODES
- 2.9 CUSTOMIZING WBS CODES

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - LINKING & SCHEDULING TASKS

- 3.1 ABOUT TASK RELATIONSHIPS
- 3.2 LINKING TASKS
- 3.3 ADDING LEAD TIME AND LAG TIME
- 3.4 CHANGING TASK DEPENDENCY
- 3.5 SPLITTING TASKS
- 3.6 SETTING TASK TYPE
- 3.7 SETTING TASK CONSTRAINTS
- 3.8 SETTING MILESTONE TASKS
- 3.9 SETTING TASK DEADLINES
- 3.10 INSPECTING A TASK
- 3.11 WORKING IN NETWORK DIAGRAM VIEW

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - RESOURCES & COSTS

- 4.1 ENTERING RESOURCES
- 4.2 CREATING A RESOURCE CALENDAR
- 4.3 ASSIGNING RESOURCES TO TASKS
- 4.4 FILTERING RESOURCES
- 4.5 EFFORT-DRIVEN SCHEDULING
- 4.6 ENTERING RESOURCE COSTS
- 4.7 ENTERING FIXED COSTS
- 4.8 USING THE COST TABLE

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH VIEWS

- 5.1 WORKING IN CALENDAR VIEW
- 5.2 FORMATTING A GANTT CHART
- 5.3 USING MORE VIEWS
- 5.4 USING SPLIT VIEWS
- 5.5 USING TASK USAGE & RESOURCE USAGE VIEWS
- 5.6 SORTING TASKS & RESOURCES
- 5.7 USING AUTOFILTERS
- 5.8 USING TABLES
- 5.9 PRINTING A VIEW

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

LESSON 6 - FINALIZING THE PLAN

- 6.1 VIEWING THE CRITICAL PATH
- 6.2 IDENTIFYING SLACK IN A PROJECT
- 6.3 SAVING A BASELINE PLAN
- 6.4 SAVING AN INTERIM PLAN
- 6.5 OVERALLOCATED RESOURCES
- 6.6 LEVELING OVERALLOCATED RESOURCES

LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

CLASS PROJECT – A NEW VIDEO STORE