

Microsoft Project – practic course

Course topic	Time -Hour
Project management	
What is a project	0.5
Main concepts	0.5
Project basics	
Creating a project	0.5
Changing the calendar	0.5
Creating tasks	
Typing in tasks	0.5
Creating sub-tasks	0.5
Changing task durations	0.5
Task annotations	0.5
Creating a Gantt chart	0.5
Tasks - other topics	
Recurring tasks	0.5
Creating dependencies	0.5
Setting task constraints	0.5
Understanding task types	0.5
Resources	
Creating a resource pool	0.5
Setting resource availability	0.5
Setting resource costs	0.5
Assigning resources	0.5
Conflicts and Levelling	0.5
Views	
The different views in Project	0.5
Customising views	0.5
Assignments	
Resource levelling	0.5
Delaying or splitting tasks	0.5
Viewing resource conflicts	0.5
Project tracking	
Creating a baseline	0.5
Recording actuals	0.5
Critical path analysis	0.5
Printing	
Changing what prints	0.5
Choosing a report	0.5