



Microsoft Project 2007

Module 1

Course Outline

General Description	In this course you will learn how to use Microsoft Project 2007 to create a wide range of projects.
Learning Outcomes	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> • start Microsoft Project and work with its 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 • level overallocated resources in a project • assign materials to tasks • enter a wide range of costs into a project • set constraints and deadlines in a project • monitor and track a project • print information from a project.
Target Audience	This course is intended for people who wish to learn how to use Microsoft Project 2007 to effectively manage projects.
Pre-requisites	This course is designed for participants with little or no knowledge of Microsoft Project. A general understanding of the Windows environment and of one or more Microsoft Office products is desirable.
Pages	15 chapters, 298 pages, and 47,250 words!
Approx* Duration	90 exercises. Anticipated duration* of 15.0 hours self study or 1.5 days class led
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.

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



Microsoft Project 2007

Module 1

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