

Microsoft Project Basics

- Overview Of Microsoft Project
- Starting Microsoft Project
- The Microsoft Project Screen
- Working With Views
- Working With Combination Views
- Working With Tables
- Working With The Gantt Chart View
- Understanding Microsoft Project Menus
- Understanding Toolbars
- Working With Existing Project Files
- Exiting From Microsoft Project

Microsoft Project Help

- Printed Help Sources
- The Help Task Pane
- Browsing The Table of Contents
- Searching For Specific Help
- Understanding A Help Window
- Disabling Online Content
- Enabling Online Content
- Displaying And Using The Office Assistant
- Customising The Office Assistant
- Disabling The Office Assistant

Creating A New Project

- New Project Overview
- Understanding Your Project
- Creating A New Project
- Saving A New Project File
- Setting Specific Options
- Pitfalls In Changing Options
- Adjusting The Standard Calendars
- Creating Public Holidays
- Creating A New Calendar
- Specifying Project Summary Information
- Specifying Project Information

Project Management

- What Is A Project?
- Tasks And Resources
- The Importance Of Planning
- Steps In Project Management
- Project Management Tools

- Using A Computer
- The Advantages Of Microsoft Project
- The Disadvantages Of Microsoft Project

Creating Tasks

- Overview Of Creating Tasks
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks
- Moving About A Sheet
- Working With Summary Tasks

Task Durations

- Task Duration Overview
- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Slack
- Entering Milestones

Creating Relationships

- Overview Of Creating Relationships
- Catching Up With The Case Study
- Creating Relationships Using The Link Tool
- Creating Relationships Using Task Entry
- Using Task Information For Relationships
- Creating Relationships In A Sheet
- Keeping To Schedule Using Relationships
- Entering Lag Time
- Entering Lead Time

Resourcing A Project

- Overview Of Resourcing
- Creating A Resource Pool
- Entering Materials
- Assigning Calendars To Resources
- Adjusting Resource Information
- Changing The Unit Display

Assignment Concepts

- Understanding Resource Assignment
- Project's Calculation Methodologies
- Understanding Effort
- Creating Simple Assignments
- Understanding Task Types
- Working With Fixed Unit Assignments
- Working With Fixed Duration Assignments
- Working With Fixed Work Assignments
- Working With The Driver Resource
- Understanding Effort Driven Resourcing
- Disabling Effort Driven Resourcing

Assigning Resources

- Overview Of Assigning Resources
- Assigning Resources Using Task Entry View
- Assigning Part Time Resources
- Contouring Resource Usage
- Assigning Specific Work Times
- Problem Assignments
- Assigning Resources In Task Information
- Assigning Resources In A Sheet
- Assigning Resources That You Don't Have

Resource Levelling

- Resource Levelling Overview
- Creating Resource Chaos
- Tracking Down Overallocations
- Fix 1: Changing Work Effort
- Fix 2: Assigning Overtime
- Fix 3: Hiring Contract Labour
- Fix 4: Switching Work Assignments
- Fix 5: Rescheduling Tasks

Assigning Materials

- Overview Of Assigning Materials
- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Resources
- Assigning Variable Usage Materials
- Adding To A Material Assignment
- Checking Work For Materials

Costs

- Costing Overview
- Reviewing The Current Cost Status
- Variable Resource Costs
- Assigning Daily Costs For Equipment Hire
- Assigning Resource Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Multiple Cost Tables
- Changing Resources Rates During A Project
- Viewing Costs

Constraints & Deadlines

- Overview Of Constraints & Deadlines
- Reviewing Our Project
- Adding A Constraint
- Using Elapsed Time To Resolve Conflicts
- Creating A Deadline

Project Monitoring

- Overview Of Project Monitoring
- Creating A Baseline
- Getting Project To Update Progress
- Manually Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

Printing

- Overview Of Printing
- Printing A Gantt Chart
- Printing Sheet Views
- Printing Jobs For Resources
- Printing Resources For Tasks

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