



551 W. Dimond Blvd
Anchorage, AK 99515
(907) 267-4216

MICROSOFT® OFFICE PROJECT 2007: LEVEL 1

Course Description: You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.

Course Objective: You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

Course Content

Lesson 1: Getting Started with Microsoft Project

- Topic 1A: Explore the Microsoft Project 2007 Environment
- Topic 1B: Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

- Topic 2A: Create a New Project Plan
- Topic 2B: Assign a Project Calendar
- Topic 2C: Add Tasks to the Project Plan
- Topic 2D: Enter the Task Duration Estimates
- Topic 2E: Add Resources in the Project Plan

Lesson 3: Managing Tasks in a Project Plan

- Topic 3A: Outline Tasks
- Topic 3B: Add a Recurring Task
- Topic 3C: Link Dependant Tasks
- Topic 3D: Set a Constraint to a Task
- Topic 3E: Set a Task Deadline
- Topic 3F: Add Notes to a Task

Lesson 4: Managing Resources in a Project Plan

- Topic 4A: Create a Resource Calendar
- Topic 4B: Assign Resources to Tasks
- Topic 4C: Assign Additional Resources to a Task
- Topic 4D: Enter Costs for Resources
- Topic 4E: Enter Values for Budget Resources
- Topic 4F: Resolve Resource Conflicts