

## Department of Corporate Training

### Microsoft Project 2010: Level 1

#### Course Content

- Lesson 1: Getting Started with Microsoft Project
  - Topic 1A: Explore the Microsoft Project 2010 Environment
  - Topic 1B: Display an Existing Project Plan in Different Views
- Lesson 2: Creating a Project Plan
  - Topic 2A: Create a Project Plan
  - Topic 2B: Assign a Project Calendar
  - Topic 2C: Add Tasks to a Project Plan
  - Topic 2D: Enter the Task Duration Estimates
  - Topic 2E: Add Resources to a Project Plan
- Lesson 3: Managing Tasks in a Project Plan
  - Topic 3A: Outline Tasks
  - Topic 3B: Group Costs
  - Topic 3C:
  - Topic 3D: Add Notes to a Task
  - Topic 3E: Add a Recurring Task
- Lesson 4: Managing Resources in a Project Plan
  - Topic 4A: Create a Resource Calendar
  - Topic 4B: Assign Resources to Tasks
  - Topic 4C: Enter Costs for Resources
  - Topic 4D: Resolve Resource Conflicts
- Lesson 5: Finalizing a Project Plan
  - Topic 5A: Shorten a Project Using the Critical Path
  - Topic 5B: Set a Baseline
  - Topic 5C: Print a Project Summary Report

#### Course Objectives

*Upon successful completion of this course, students will be able to:*

- **Identify the basic features and components of the Microsoft Project environment.**
- **Create a new project plan file and enter project information.**
- **Manage tasks by organizing tasks and setting task relationships.**
- **Manage resources for a project.**
- **Finalize a project plan.**

**Duration- 1day**

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