

# Microsoft Project 2000

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## Course Objectives:

This course is designed for new users of Microsoft Project 2000, or for users with limited experience. Delegates will learn how to plan, manage and track projects and to communicate project information.

## Prior Knowledge Required:

No prior knowledge of Project 2000 is required, but delegates should have some basic PC and Windows experience.

**Course Duration:** 2 days, but course contents can be tailored if required.

### Introduction

- Concepts of Project Management
- Launching Project 2000

### The Project Environment

- Exploring The Project Screen Layout
- Using Menus And Toolbars
- Viewing Options
- Navigation

### File Operations

- Opening an Existing Project
- Starting a New Project
- Saving and Closing a Project File
- Print Options and Print Preview
- Printing Views

### Working With Tasks

- Entering and Editing Tasks
- Moving and Linking Tasks
- Splitting Tasks
- Entering Durations and Milestones

### Structuring A Project

- Project Levels
- Creating & Manipulating the Outline Structure

### Task Relationships

- Lead and Lag Times
- Task Constraints
- Scheduling Conflicts

### Setting Up Projects

- Project Properties and Calendar
- Critical and Non-Critical Tasks
- The Crucial Path
- Text Styles

### Charts

- The PERT Chart
- The Calendar View

### Managing Resources

- Entering Resources
- Assigning Resources
- Resource Calendars
- Resource Costs
- Viewing Resource Information
- Resource Over allocations
- Resource Levelling and Clearing Levelling

### Tracking

- Setting a Baseline
- Entering Actual Progress
- Comparing Data

### Multiple Projects

- Working With Multiple Projects
- Using Subprojects
- Linking Projects
- Sharing Resources
- Data Transfer

### Project Reports

### Customisation

- Creating Custom Tables, Filters and Forms
- Customising Toolbars
- Customising Views
- Using The Organiser

### Macros

- Recording Macros
- Playing Macros
- Assigning Macros to Command Buttons



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