



**Course Duration:**  
2 days

**Cost:**  
£449 + vat

**Course Code:**  
QPR-BI01

**Qdos Computer Consultants Limited**

Syner-Med House  
120 High Street  
Purley, CR8 2AD

**Booking:**  
To register for this course, please call:

**020 8763 8732**

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[www.qdoscc.com](http://www.qdoscc.com)

## Microsoft Project Basic Introduction

### Overview:

The course will help you become familiar with the Project environment, browsing and navigating project files through a hands-on experience.

You will learn how to use Project and all its basic components including setting up and configuring Gantt charts, configuring assigning and managing resources and costs through to resolving over-allocation and levelling.

This course will help you meet the following objectives:

- Understand Project management concepts
- Configure Gantt charts and use dependencies and constraints, Resources and Costs.
- Create Baselines and Mark up tasks on percentage completion.
- Report production and output as well as basic evaluation of costs for variance, expenditure and budget analysis.

### Objectives:

The aim of this course is to provide you with the knowledge required by an end-user of Microsoft Project.

### Target Audience:

Basic Project users

### Pre-Requisites:

Some basic project management skills would be preferable

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### Topics:

#### Microsoft Project Scheduling

- Auto and Manual Scheduling
- Effort Driven Scheduling
- Duration-Work-Units
- Views-Tables-Filters
- Milestones
- Task Relationships
- Lead & Lag Times
- Setting Tasks to Manual Scheduling
- Setting Projects to Auto Schedule & Effort Driven

#### Overview of Microsoft Project

- Command Tabs
- Short Cuts
- ScreenTips
- File Architecture
- Organizer
- Changing the Timescale
- Timescale Options
- Non-Working Time Tab
- System Options
- Filters
- Help
- Indicators
- Hyperlinks

#### Task Information

- Task Information General
- Task Information Predecessors
- Task Information Resources
- Task Information Advanced
- Task Information Notes

#### Creating a Project

- Creating a Project
- Setting the Environment
- Base Calendars
- Resource Calendars
- Task Calendars

#### Tracking

- Setting the Baseline
- Tracking
- Updating Tasks
- Updating Actual Work
- Updating a Project
- Clearing the Baseline

#### Outlining a Project

- Project Summary Task
- Indenting and Out-denting Tasks

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## Course Outline

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### Resources

- Entering Resources
- Assigning Resources
- Resource Driven Projects
- Working with Resources
- Resource Sheet
- Resource Information Dialog
- Costs
- Assigning Resources
- Deleting Resources

### Over Allocation

- Resource Over Allocation
- Automatic Levelling
- Task Usage View
- Resource Usage View
- Scheduling Issues

### Task Constraints

- Setting Soft & Hard Constraints
- Scheduling Conflicts
- Deadline Dates
- Deadline Indicator
- Missed Deadline Alert

### Project Timeline

- Project Timeline

### Printing Reports

- Overview of Views and Reports
- Printer Settings
- Page Setup
- Copy Picture

### Subprojects

- Configuring and Adding Subprojects

### Resource Pools

- Creating a Resource Pool
  - Sharing Resources
  - Managing the resource Pool
  - Reviewing Workloads
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