

MS-PROJECT 2010 SYLLABUS

1. GETTING TO KNOW MICROSOFT PROJECT

- Starting Microsoft Project
- USING THE TOOLBARS
 - Using Tool Tips
- USING THE CALENDAR VIEW
 - Using the View Bar
- USING THE GANTT CHART VIEW
 - Opening the Gantt chart view

2. DEFINING THE PROJECT

- UNDERSTANDING PROJECT INFORMATION
 - Starting a new project
- UNDERSTANDING THE PROJECT CALENDAR
 - Setting up a working calendar
- USING SAVE AND SAVE AS
 - Saving and saving as

3. TASKS

- ENTERING TASKS
 - Under-standing the sections of the Task Information window
- ENTERING A TASK DURATION ESTIMATING DURATIONS
 - Doing the maths
- UNDERSTANDING MILESTONES AND PHASES
 - Using phases
- USING RECURRING TASKS
USING RECURRING TASKS CONTINUED
 - Using the recurring task symbol
- EDITING TASKS
- MOVING TASKS

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4. TASK LINKAGES

- CREATING A LOGICAL SEQUENCE
USING THE GENERAL TAB
UNDERSTANDING TASK PREDECESSORS
 - Opening the predecessor window
- UNDERSTANDING TASK RESOURCES
 - Under-standing the resources tab
 - Entering resources for a task
- UNDERSTANDING ADVANCED TASK OPTIONS
 - Using Task Types
- USING TASK NOTES
 - Adding notes Adding hyperlinks
- OUTLINING A TASK
 - Using the top down method
- UNDERSTANDING SUMMARY TASKS
 - Creating a sub task Collapsing Sub Tasks
- SPOTTING LINKAGES ON A GANTT CHART
UNDERSTANDING LAG AND LEAD TIME
UNDERSTANDING LEAD TIME ON THE GANTT CHART
 - Adding Lead Time to a Task
- UNDERSTANDING LAG TIME ON THE GANTT CHART
 - Adding Lag Time to a Task
- UNDERSTANDING THE TYPES OF CONSTRAINTS

5. RESOURCES

- USING THE RESOURCE SHEET VIEW
 - Viewing or entering resources
- ENTERING RESOURCES
 - Entering Resources
- UNDERSTANDING UNITS
UNDERSTANDING ACCRUE AT
 - Changing the Accrue At value
- ASSIGNING A CALENDAR TO A GROUP OF RESOURCES
 - Using Fill-Down
- ASSIGNING A RESOURCE CALENDAR REPLACING RESOURCES<
- Replacing a resource quickly
- REMOVING A CALENDAR
 - Removing a calendar

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6. NETWORK DIAGRAM VIEW

- UNDERSTANDING THE NETWORK DIAGRAM VIEW Changing to Network Diagram view
EXAMINING A NETWORK DIAGRAM
 - Opening a node for editing
- UNDERSTANDING SUMMARY TASKS IN NETWORK
- DESIGN VIEW
 - Using Summary Tasks
- CHANGING TASK LINKAGES
 - Viewing the type of relationship

7. SHORTENING YOUR PROJECT

- SETTING THE CRITICAL PATH
 - Starting the Gantt Chart Wizard
- USING THE CRITICAL PATH VIEW
 - Understanding the Critical Path
- FILTERING FOR CRITICAL TASKS ONLY
 - Viewing only Critical Tasks

8. OVER ALLOCATIONS

- USING THE RESOURCE USAGE VIEW
 - Opening the Resource Usage view
- USING THE RESOURCE MANAGEMENT TOOLBAR
 - Turning on the Resource Management toolbar
- USING THE RESOURCE ALLOCATION VIEW
 - Opening the Resource Allocation view
- USING THE RESOURCE ALLOCATION GRAPH
 - Opening the Resource Allocation Graph

9. RESOLVING OVER ALLOCATIONS

- DELAYING TASKS MANUALLY
 - Delaying tasks manually
- LEVELING RESOURCES
LEVELING RESOURCES CONTINUED
 - Using the Resource Indicator
- USING THE LEVELING GANTT VIEW
 - Opening the Leveling Gantt Chart view
- DECREASING WORK TIME
 - Decreasing work time in the Resource Usage view

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- VIEWING SLACK IN A TABLE VIEW
 - Opening the Schedule Table
- VIEWING SLACK IN A GANTT VIEW
- REASSIGNING RESOURCES
- INCREASING WORKING HOURS
 - Changing working time for a resource
- ASSIGNING OVERTIME TO A TASK
 - Assigning overtime work

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