



Microsoft® Project (Level 1)

Description: Students will learn how to get started in Microsoft Office Project: starting out, meeting Project, managing Project files, creating a Project, creating tasks, and getting help in project. Using and customizing the Project interface: getting acquainted, the quick Access toolbar, tabs and groups, and customizing the ribbon. The Project tabs: the task tab, the resource tab, the Project tab, the view tab, contextual tabs (part one), and contextual tabs (part two). Creating a basic Project: creating a Project, working with tasks, adding advanced task information, creating milestones, constraints, and deadlines, working with tasks (part one) and working with tasks (part two). Updating and polishing your Project: updating the Project, basic editing tasks, formatting text, and formatting the Gantt Chart. Printing and viewing a Project: arranging windows, changing how you view data, changing your view scope, and finishing your project.

Lesson 1: Getting Started

- Starting Out
- Meeting Project
- Managing Project Files
- Creating a Project
- Creating Task
- Getting Help in Project
- Case Study

Lesson 2: Using and Customizing the Project Interface

- Getting Acquainted
- The Quick Access Toolbar
- Tabs and Groups
- Customizing the Ribbon
- Case Study

Lesson 3: The Project Tabs

- The Task Tab
- The Resource Tab
- The Project Tab
- The View Tab
- Contextual Tabs, Part One
- Contextual Tabs, Part Two
- Case Study

Lesson 4: Creating a Basic Project

- Creating a Project
- Working with Task
- Adding Advance Task Information
- Creating Milestones, Constraints and Deadlines
- Working with Task, Part One
- Working with Task, Part Two
- Case Study

Lesson 5: Updating and Polishing your Project

- Updating the Project
- Basic Editing Task
- Formatting Text
- Formatting the Gantt Chart
- Case Study

Lesson 6: Printing and Viewing a Project

- Arranging Windows
- Changing How You View Data
- Changing Your View Scope
- Finishing Your Project
- Case Study