Full Circle COMPUTING
Training that fits

MICROSOFT PROJECT 2010
INTRODUCTION

Learning Project Basics

- Managing a Project
- Recognizing Management Tools
- Using the Project Window
- Opening/Closing a Project
- Creating a New Project
- Defining the Project Working Times
- Adding a Nonworking Day
- Changing Project Information
- Using a Project Template

Working with Tasks

- Exploring Tasks
- Working with Durations
- Entering Tasks
- Editing Tasks
- Entering a Milestone Task
- Entering a Recurring Task
- Viewing & Hiding Recurring Tasks
- Editing Recurring Tasks
- Filtering Tasks

Organizing Tasks

- Outlining Tasks
- Indenting & Outdenting Tasks
- Collapsing & Expanding an Outline
- Inserting, Moving & Deleting a Task
- Documenting a Task
- Creating a Project Summary Task
- Viewing the WBS Codes

Scheduling Tasks

- Working with Dependent Tasks
- Linking/Unlinking Tasks
- Linking Summary Tasks
- Changing Task Relationships
- Applying Lag & Lead Time
- Applying a Constraint
- Setting Start, Finish & Deadline Dates
- Rolling Up Gantt Bars to a Summary Bar
- Modifying Linked Tasks

Working with Views

- Exploring Views
- Changing Views
- Displaying the View Bar
- Using a Combination View
- Changing the View in a Pane
- Formatting the Timescale
- Zooming the Timescale
- Formatting Text, Bars & Gridlines
- Creating a Formatting Style
- Printing a View

Working with Resources

- Creating Work & Material Resources
- Adding Resources from an Address List
- Assigning/Removing a Resource to a Task
- Adding More Resources to a Task
- Graphing Resource Availability
- Filtering for Available Resources
- Using the Task Form View
- Changing Task Types & Assignments
- Contouring a Work Assignment

Assigning Costs

- Defining Costs
- Assigning Standard Rates
- Assigning Overtime Rates
- Assigning a Per-Use Cost to a Resource
- Selecting an Accrual Method
- Assigning Resource Codes
- Creating a Resource Rate Table
- Assigning a Resource Rate Table
- Assigning Fixed Material Resource Costs
- Viewing Resource Costs
- Viewing Task Costs
- Assigning a Fixed Cost to a Task