

Project 2007: Basic

1 Day

Prerequisites

- *Windows XP: Basic* or equivalent experience

Objectives

- As specified in the outline

Getting Started

Starting Out

What is Microsoft Office Project 2007?
What is a Project?
Why use Project 2007?
What's New in Project 2007?

Meeting Project

Opening Project 2007
Interface Overview
Menus and Toolbars
Shortcut Keys
Dialogue Boxes
Using the Project Guide Task Panes
Closing Project 2007

Using Project

Menu Overview
Using the Standard Toolbar
Using the Formatting Toolbar
Using the Project Guide

Managing Project Files

Opening Project Files
Saving Project Files for the First Time
Re-Saving a Project File
Switching Between Open Projects
Closing Project Files

Getting Help in Project

Using the Help Menu
Using the Help Window
Using the Type a Question Box
Getting Help in a Dialogue Box

Starting a Project

Creating a Project

Planning your Project
Entering Project Information

Setting Working Time

Using the Project Guide

Creating Tasks

Entering New Tasks
Changing a Task's Duration
Moving a Task
Inserting a Task
Deleting a Task

Editing Tasks

The Task Information Dialogue
Task Types
Setting Milestones
Creating Recurring Tasks
Creating Sub Tasks
Creating Summary Tasks

Setting Constraints

Types of Constraints
Creating a Constraint
Setting Task Deadlines
Constraints versus Deadlines

Scheduling a Project

Creating the Project Calendar

Calendar Types
Setting up the Calendar
Creating a New Calendar
Changing Calendar Views
Adjusting the Time Scale

Setting a Project Baseline

Baseline Basics
Saving a Baseline
Viewing a Baseline
Clearing a Baseline

Setting an Interim Plan

Setting an Interim Plan
Viewing an Interim Plan

Project 2007: Basic, continued

Clearing an Interim Plan

Setting the Critical Path

What is the Critical Path?

How Does Project Determine a Critical Path?

Viewing the Critical Path

Shortening the Critical Path

Printing and Viewing a Project

Basic Editing Tasks

Checking Spelling

Selecting Text

Cutting, Copying, and Pasting

Using Undo and Redo

Inserting Page Breaks

Step-By-Step

Skill Sharpener

Changing Your View

Using Zoom

Using the View Bar

Using Basic Views

Using Advanced Views

Using the Find Dialogue

Step-By-Step

Skill Sharpener

Using Page Setup

Setting Page Options

Setting Margins

Setting Headers

Setting Footers

Modifying the Legend

View Settings

Printing a Project

Using Print Preview

Using Print Commands

Using the Print Dialogue

Using the Project Guide to Print your Project