

MICROSOFT OFFICE PROJECT 2007

COURSE OBJECTIVE

The objective of this module is to enable you to use Microsoft Office Project 2007. The contents of this module are presented using a practical and straightforward approach, where one case is developed from the beginning until the end of the module. The module is based on the best seller book Microsoft Office Project 2007: Standard Professional and Server, author Ricardo Vargas.

LEARN TO

In this course, the attendees will learn

- We will use Microsoft Office Project following an integrated project example through the module.
- Rapidly create projects using the software.
- Planning schedules.
- Manage the project costs inside Project 2007.
- Monitoring and controlling projects.
- Using the advanced features.
- Creating and executing macros. How to manage multiple projects.
- How to create and personalize new fields.

COURSE INFORMATION

- **Language:** English, Portuguese (Br) and Spanish
- **Public:** On-site and in company classes.
- **Duration:** 16hours.
- **PDU's:** 16.



METHODOLOGY

Macrosolutions / Ricardo Vargas use the state-of-the-art in the training process, including

- Explanatory classes utilizing audio-visual resources.
- Use of films and video clips as an educational resource
- Demonstrations and computer simulations
- Workgroups activities focused in problem-solving
- Scenario-based simulations using real cases to be further discussed in groups

COURSE CONTENT

Course opening

Starting up the software

- Microsoft Office Project work environment
- Microsoft Project basic operations
- Opening an existing project
- Saving a project
- Deleting a project

Microsoft Office Project 2007 views and tables

- Gantt Chart
- Network diagram
- Calendar
- Tracking Gantt
- Resource Sheet
- Resource Graph
- Task Usage
- Resource Usage
- Other views
- Task Table
- Resource table

Using the help

- Microsoft Project Help System
- Using help via Smart Tags

Creating a new project

- Creating a new project from a template
- Adding project information
- Creating a new project using the project wizard

Working with calendars

- Creating a new calendar
- Editing the calendar
- Assigning an existing calendar to a project
- Assigning a specific calendar to a resource
- Editing a specific resource calendar
- Assigning a specific calendar to a task

Creating the project activities, the work breakdown structure (WBS); Adding the activities' durations; Determining the sequences of execution; Determining the project's critical path(s)

- Adding activities using the entry table
- Adding activities using the entry form
- Adding periodical or recurring activities
- Splitting an activity
- Editing data
- Deleting activities
- Moving activities
- Moving activities back
- Viewing the topic levels
- Using the Chart Wizard from Microsoft Office Visio
- Adding the activities durations
- Using PERT analysis for the activities durations
- Working with the project's end date
- How to link one activity to another
- Using the lag and lead features
- Removing dependencies between activities
- A simple critical path
- Interdependent critical paths
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Costs and resources

- Adding and removing resources
- Editing a resource
- Attributing costs to a resource
- Adding specific costs using the resource index tables
- Attributing a resource to an activity
- Solving resource allocation problems
- Leveling or re-distributing resources
- Attributing costs to the project
- Microsoft Office Project 2007 calculation and progress control mechanisms
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Saving, copying and clearing the project's baseline; formats and filters

- Monitoring the activities progress
- Progress lines
- Format : fonts and alignment
- Format: grid lines
- Format: Time scale
- Format: Gantt Chart
- Format: Network Diagram
- Sort order
- Grouping activities
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Reports

- Reports
- Viewing reports
- Customizing a report
- Printing
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Multiple projects, Advanced topics and Subprojects

- Strategies for organizing a master project and subprojects' files
- Establishing dependency relationships between different projects

- Determining the critical path on a consolidated project (master)
- Adding and removing a subproject from an existing project
- Consolidating projects
- Resource pool sharing
- Analysing attributions in a resource pool
- Microsoft Office Project's supported file format
- Exporting projects
- Importing projects
- Importing a project based on Excel's import model
- Saving a project using the database format
- Exporting images
- Copying images to Office Wizard
- Recording and deleting macros
- Executing a macro
- Editing a macro
- Field types
- Creating and removing a personalized field
- Adding a list to a personalized field
- Adding a formula to a numeric field
- Graphical indicators

Course Close-out

MORE INFORMATION

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