

## COMPUTER TRAINING SERVICES

Croydon • London • Kent



training

### Microsoft® Project Introduction One Day Course

This course is suitable for delegates starting to create and plan a Project or delegates who want to find out what Microsoft Project can do to facilitate the planning of projects. The course will enable delegates to define the project information, set up the project tasks and sub-tasks, link tasks, add constraints, set up and assign resources to tasks, deal with over allocations and save the plan with a baseline.

#### Course Outline

##### Overview

What is Project?  
Different Views

##### Tasks and Durations

Entering Tasks  
Changing the Duration of Tasks  
Summary Tasks  
Milestones

##### Links and Constraints

Link Types  
Leads and Lags  
Constraints  
Critical Tasks

##### Resources

Entering Resources  
Assigning Resources  
Scheduling Issues

##### Formatting

Table  
Gantt Chart

##### Calendars

Bank Holidays  
Change Working Day  
Change Individuals' Calendars

**These hands-on courses include refreshments and course materials**

The course will begin at 9:30am and finish by 4.30pm.

***For an information pack, or to book courses, please telephone:***

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***or visit our website: [www.ComputerCourses.co.uk](http://www.ComputerCourses.co.uk)***