Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create a new project. The following course content details what will be covered in this class.

Course Outline

Project management basics	Saving the project file
Linking tasks	Working with outlines
Running microsoft project	Adding recurring tasks
The project screen	Using the spell checker
Working with the menu and ribbons	Closing the project file
Working with dialog boxes	Linking tasks
Getting help	Viewing the network diagram
Opening a project	Formatting the network diagram
Changing views	Checking the project status
The planning wizard	Working with resources
Starting a new project	Working with resource calendars
Setting project specifications	Assigning/removing resources
Setting up work calendars	Printing the project
Customizing the gantt chart	Changing page setup
Creating the plan	Setting the Project Plan

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to track a project. The following course content details what will be covered in this class.

Course Outline

Changing views	Handling resource conflicts
Changing tables	Tracking the project
Sorting the data	Working with filters
Analyzing slack	Consolidating projects
Adding fixed costs	Working with subprojects
Printing reports	Creating & sharing a resource pool
Adding task constraints	Opening a shared project
Handling scheduling conflicts	