Microsoft Project 2007 Intermediate – 1 Day

The Intermediate course looks at assignments, the scheduling equation and tasks in far more depth than the previous course. On completing this course you will have a good understanding of the relationship between tasks, resources and scheduling. You should also understand why project can work against you if you do not have this Knowledge

In this course the following areas will be covered, we can also teach this content in either Project XP or 2003

Section One: File Tasks & Views

- Using My Computer with Project
- Saving your Files
- Using Templates
- Viewing your Files
- Advanced Views

Section Two: Using Resources

- Resource Basics
- Editing Resources
- Resources & Tasks
- Resource Views
- Resource Conflicts
- Levelling Resources

Section Three: Working with Tasks

- Viewing Tasks
- Working with Tasks
- Linking Tasks
- Editing Tasks
- Completing Tasks
- Working with Variances

Section Four: Creating Reports

- Creating Reports
- Creating Visual Reports
- Saving Cube Data
- Using other Reports

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