

Microsoft Project 2007 Foundation – 1 Day

This course focuses on understanding the fundamentals concepts of Project 2007.

Project 2007 is aimed towards project management, which is the art of aligning resources and schedules to accomplish all of the various tasks that comprise a project.

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

Section One: Getting Started

- Starting out
- Meeting Project
- Using Project
- Managing Project Files
- Getting Help in Project

Section Two: Starting a Project

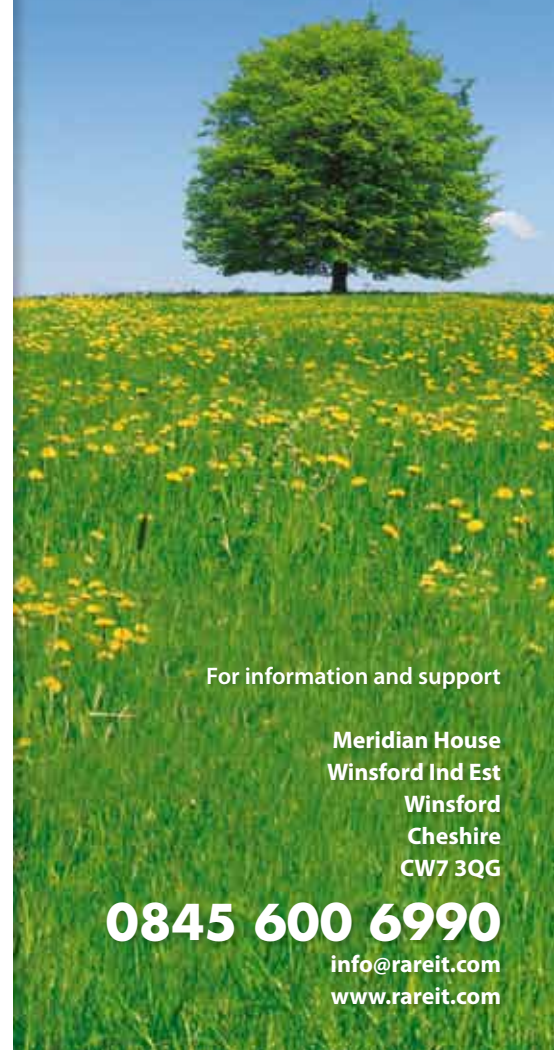
- Creating a Project
- Creating Tasks
- Editing Tasks
- Setting Constraints

Section Three: Scheduling a Project

- Creating the Project Calendar
- Setting a Project Baseline
- Setting an Interim Plan
- Setting the Critical Path

Section Four: Printing & Viewing a Project

- Basic Editing Tasks
- Changing your View
- Using Page Setup
- Printing a Project



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