Software Solutions Mastering Microsoft Project



The aim of this course is to teach participants the skills necessary to create a Project template and a Project plan from scratch to tracking. This includes a project calendar with exceptions, tasks & outlines, links, leads and lags, also resource management including resource calendars and assignment. It is suitable for beginners, those that are **self-taught** and wanting to fill the gaps in their knowledge, or those who have not attended a Project course in a very long time or those making the transition from an older version of Project. The depth of the subject matter depends on the depth of the learners understanding.

COURSE CONTENT

PROJECT MANAGEMENT				
☐ History & Project Management 101	☐ Steps To Creating and Tracking a Microsoft Project Plan			
START MICROSOFT PROJECT & THE SCREEN				
□ Office Theme	☐ Start Screen			
☐ Default View	☐ Quick Access Toolbar			
□ Ribbon	☐ Timeline			
□ View Bar				
PROJECT INFORMATION				
FILE PROPERTIES				
PROJECT OPTION SETTINGS				
THE PROJECT CALENDAR				
☐ To Adjust and View the Project Calendar	☐ Check Options Button Settings			
☐ Setup Nonworking Days and Public Holidays	☐ Setting Up Exception Days			
☐ Managing The Timescale	☐ Create A Project Template			
☐ Creating A Project Based on A Template	☐ Saving A Project			
☐ Password Protecting a Project File	☐ Emailing Your Project File			
in assword Protecting a Project File	Linding rour roject ric			
INSERT, DELETING, EDITING, PROMOTING AND DEMOTING TASKS				
☐ Summary Tasks	☐ Sub Tasks			
□ Spell Check	☐ Inserting Recurring Tasks			
OUTLINING				
☐ Work Breakdown Structure (WBS)	☐ To Show or Hide the Work Breakdown Structure			
☐ Show Outline Numbers				
DURATIONS				
☐ Minutes, Hours, Days, Weeks, Months & Years	☐ Default Duration Unit			
☐ Abbreviating Durations	☐ Milestones			
PROJECT SUMMARY				
□ Zoom	☐ Status Bar Zoom Slider			
☐ Round To Whole Days?	☐ Position Of Non-Working Days?			
☐ Date Format?	☐ Standard Versus Elapsed Durations			
□ Bar Style	☐ Splitting And Un-Splitting A Task			
☐ Add And View Notes				
CREATE TASK LINKS OR RELATIONSHIPS				
☐ Status Bar Zoom Slider	☐ Scroll To Task Button			
CHANGING TASK LINKS				
TI FINISH START & START START	│ □ FINISH FINISH & START TO FINISH			

Lags	LAGS AND LEADS				
SETUP RESOURCES Work, Material and Cost Resources Decimal or percentage units	□ Lags		Leads		
SETUP RESOURCES Work, Material and Cost Resources Decimal or percentage units	☐ Change A Projects Start Date/Time				
	,				
	SETUP RESOURCES				
□ Ceiti Standard Resource Calendars □ Create Resource Calendars □ To Assign a Base Calendar To A Resource □ Assign Different Rates and Rate Changes to Resources SASIGNING RESOURCES TO TASKS □ Share Resources from A Resource Pool □ Fixed Task Durations □ Assigning Resources to Tasks Using the Assign □ Assigning Resources Using the Task Form in A Split View Resources Dailog Box □ Resource Cost Form □ Resource Resource □ Resource Progress □ Resou		П	Decimal or percentage units		
□ To Assign a Base Calendar To A Resource □ Assign Different Rates and Rate Changes to Resources ASSIGNING RESOURCES TO TASKS □ Share Resources from A Resource Pool □ Fixed Task Durations □ Assigning Resources To Task Using the Assign □ Assigning Resources Using the Task Form in A Split View □ Work Form □ Resource Dialog Box □ Resource Cost Form □ Resource Dialog Box □ Resource Cost Form □ Resource Cost For					
ASSIGNING RESOURCES TO TASKS Share Resources from A Resource Pool					
Share Resources from A Resource Pool	10 Assign a base calendar 10 A Resource	1 -	Assign Different Nates and Nate Changes to Nesources		
Share Resources from A Resource Pool	ACCICNING DECOLIDEDS TO TACKS				
Assigning Resources to Tasks Using the Assign Resources Using the Task Form in A Split View Resources Dialog Box Resource Cost Form Resource Cost F			Fixed Tests Dometicas		
Resource Dialog Box		_			
Mork Form		ш	Assigning Resources Using the Task Form in A Split View		
Assigning Overtime		-			
CHECK FOR RESOURCE OVER ALLOCATION Levelling		_	Resource Cost Form		
Resolving Over Allocation Manually	☐ Assigning Overtime	ЦЦ			
Resolving Over Allocation Manually					
□ Levelling	CHECK FOR RESOURCE OVER ALLOCATION				
□ Levelling					
ADDING FIXED COSTS TO THE PROJECT Inserting And Hiding Columns Creating Calculation Columns Filtering Information Filtering Information Filtering Information Filtering Information Filtering Using the Filter Button Highlight Tasks Project Views Work Per Task Cost Per Task Cost Per Task Work And Cost Distributed Over a Tasks Duration Work Per Resource Detailed Resource Work or Cost Resource Work or Cost Graphically Formatting Formatt	RESOLVE OVER ALLOCATION				
Inserting And Hiding Columns	□ Levelling		Resolving Over Allocation Manually		
Inserting And Hiding Columns					
Filtering Information	ADDING FIXED COSTS TO THE PROJECT				
Filtering Information	☐ Inserting And Hiding Columns		Creating Calculation Columns		
Highlight Tasks					
Work Per Task			·		
Work And Cost Distributed Over a Tasks Duration		_	•		
Cost Per Resource		_			
Resource Work or Cost Graphically					
□ Critical Path □ Slack □ Gantt Chart Styles □ Bar Styles SAVING YOUR BASELINE □ Saving And Setting the Baseline TRACKING PROJECT PROGRESS □ Tracking Gantt View □ Update Project Progress □ Progress Lines □ Status Date □ Display Progress Lines □ Creating A Master Project and Inserting Sub Project Files □ Printing The Gantt □ Project Reporting □ Project; Compare Projects □ View Reports □ Create A Project Report □ Change The Data In A Report □ Change How a Report Looks □ Make Your Own Report □ Share A Report □ Visual Reports TOPICS OF VALUE □ Sync And Share with SharePoint Online □ Finish Date Driven Project □ Formatting Bar Styles Automatically □ Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart					
□ Gantt Chart Styles □ Bar Styles SAVING YOUR BASELINE □ Saving And Setting the Baseline TRACKING PROJECT PROGRESS □ Tracking Gantt View □ Update Project Progress □ Progress Lines □ Status Date □ Display Progress Lines □ Creating A Master Project and Inserting Sub Project Files □ Printing The Gantt □ Project Reporting □ Project; Compare Projects □ View Reports □ Create A Project Report □ Change The Data In A Report □ Change How a Report Looks □ Make Your Own Report □ Share A Report □ Visual Reports TOPICS OF VALUE □ Sync And Share with SharePoint Online □ Finish Date Driven Project □ Formatting Bar Styles Automatically □ Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart		_			
SAVING YOUR BASELINE Saving And Setting the Baseline TRACKING PROJECT PROGRESS Tracking Gantt View Update Project Progress Progress Lines Status Date Display Progress Lines Creating A Master Project and Inserting Sub Project Files Printing The Gantt Project Reporting Project; Compare Projects View Reports Create A Project Report Change The Data In A Report Change How a Report Looks Make Your Own Report Share A Report Visual Reports Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines View Timeline Add And Remove Tasks Multiple Timelines Colour And Timelines Colour And Timelines Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays Half Day Every Saturday Work The Odd Saturday Customise The Legend When Printing the Gantt Chart					
TRACKING PROJECT PROGRESS Tracking Gantt View Progress Lines Display Progress Lines Project Reporting Project; Compare Projects Create A Project Report Change How a Report Share A Report TOPICS OF VALUE Sync And Share with SharePoint Online Finish Date Driven Project Fromatting Bar Styles Automatically Working with Timelines View Timeline Add And Remove Tasks Multiple Timelines Colour And Timelines Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays Half Day Every Saturday Work The Odd Saturday Customise The Legend When Printing the Gantt Chart Customise The Legend When Printing the Gantt Chart		ш	Dai Styles		
TRACKING PROJECT PROGRESS Tracking Gantt View Progress Lines Status Date Display Progress Lines Printing The Gantt Project; Compare Projects Create A Project Report Change How a Report Looks Make Your Own Report Share A Report TOPICS OF VALUE Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines View Timeline Add And Remove Tasks Multiple Timelines Colour And Timelines Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays Half Day Every Saturday Work The Odd Saturday Customise The Legend When Printing the Gantt Chart					
☐ Tracking Gantt View ☐ Update Project Progress ☐ Progress Lines ☐ Status Date ☐ Display Progress Lines ☐ Creating A Master Project and Inserting Sub Project Files ☐ Printing The Gantt ☐ Project Reporting ☐ Project; Compare Projects ☐ View Reports ☐ Create A Project Report ☐ Change The Data In A Report ☐ Change How a Report Looks ☐ Make Your Own Report ☐ Share A Report ☐ Visual Reports TOPICS OF VALUE Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines View Timeline Add And Remove Tasks Multiple Timelines Colour And Timelines Date Ranges Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays Half Day Every Saturday Work The Odd Saturday Customise The Legend When Printing the Gantt Chart	Saving And Setting the Baseline				
☐ Tracking Gantt View ☐ Update Project Progress ☐ Progress Lines ☐ Status Date ☐ Display Progress Lines ☐ Creating A Master Project and Inserting Sub Project Files ☐ Printing The Gantt ☐ Project Reporting ☐ Project; Compare Projects ☐ View Reports ☐ Create A Project Report ☐ Change The Data In A Report ☐ Change How a Report Looks ☐ Make Your Own Report ☐ Share A Report ☐ Visual Reports TOPICS OF VALUE Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines View Timeline Add And Remove Tasks Multiple Timelines Colour And Timelines Date Ranges Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays Half Day Every Saturday Work The Odd Saturday Customise The Legend When Printing the Gantt Chart					
□ Progress Lines □ Creating A Master Project and Inserting Sub Project Files □ Printing The Gantt □ Project Reporting □ Project; Compare Projects □ View Reports □ Create A Project Report □ Change The Data In A Report □ Change How a Report Looks □ Make Your Own Report □ Share A Report □ Visual Reports TOPICS OF VALUE Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines View Timeline Add And Remove Tasks Multiple Timelines Colour And Timelines Date Ranges Colour And Timelines Date Ranges Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays Half Day Every Saturday Work The Odd Saturday Customise The Legend When Printing the Gantt Chart □ Customise The Legend When Printing the Gantt Chart					
□ Display Progress Lines □ Creating A Master Project and Inserting Sub Project Files □ Printing The Gantt □ Project Reporting □ Project; Compare Projects □ View Reports □ Create A Project Report □ Change The Data In A Report □ Change How a Report Looks □ Make Your Own Report □ Share A Report □ Visual Reports TOPICS OF VALUE Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart □ Customise The Legend When Printing the Gantt Chart					
□ Printing The Gantt □ Project Reporting □ Project; Compare Projects □ View Reports □ Create A Project Report □ Change The Data In A Report □ Change How a Report Looks □ Make Your Own Report □ Share A Report □ Visual Reports TOPICS OF VALUE Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart					
□ Project; Compare Projects □ View Reports □ Create A Project Report □ Change The Data In A Report □ Change How a Report Looks □ Make Your Own Report □ Share A Report □ Visual Reports TOPICS OF VALUE Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart	, , ,				
□ Create A Project Report □ Change The Data In A Report □ Change How a Report Looks □ Make Your Own Report □ Share A Report □ Visual Reports TOPICS OF VALUE Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart	☐ Printing The Gantt		, , ,		
□ Change How a Report Looks □ Make Your Own Report □ Share A Report □ Visual Reports TOPICS OF VALUE □ Sync And Share with SharePoint Online □ Finish Date Driven Project □ Formatting Bar Styles Automatically □ Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart	☐ Project; Compare Projects		View Reports		
□ Share A Report □ Visual Reports TOPICS OF VALUE □ Sync And Share with SharePoint Online □ Finish Date Driven Project □ Formatting Bar Styles Automatically □ Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart	☐ Create A Project Report		Change The Data In A Report		
TOPICS OF VALUE Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines View Timeline Add And Remove Tasks Multiple Timelines Colour And Timelines Date Ranges Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays Half Day Every Saturday Work The Odd Saturday Customise The Legend When Printing the Gantt Chart	☐ Change How a Report Looks		Make Your Own Report		
 Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines View Timeline Add And Remove Tasks Multiple Timelines Colour And Timelines Date Ranges Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays Half Day Every Saturday Work The Odd Saturday Customise The Legend When Printing the Gantt Chart 	☐ Share A Report		Visual Reports		
 Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines View Timeline Add And Remove Tasks Multiple Timelines Colour And Timelines Date Ranges Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays Half Day Every Saturday Work The Odd Saturday Customise The Legend When Printing the Gantt Chart 					
 Sync And Share with SharePoint Online Finish Date Driven Project Formatting Bar Styles Automatically Working with Timelines View Timeline Add And Remove Tasks Multiple Timelines Colour And Timelines Date Ranges Copy Timeline to Other Applications Exceptions to the Project Calendar Workdays Half Day Every Saturday Work The Odd Saturday Customise The Legend When Printing the Gantt Chart 	TOPICS OF VALUE				
 □ Finish Date Driven Project □ Formatting Bar Styles Automatically □ Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart 					
 □ Formatting Bar Styles Automatically □ Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart 					
 □ Working with Timelines □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart 	<u>-</u>				
 □ View Timeline □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart 					
 □ Add And Remove Tasks □ Multiple Timelines □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart 					
 ☐ Multiple Timelines ☐ Colour And Timelines ☐ Date Ranges ☐ Copy Timeline to Other Applications ☐ Exceptions to the Project Calendar Workdays ☐ Half Day Every Saturday ☐ Work The Odd Saturday ☐ Customise The Legend When Printing the Gantt Chart 					
 □ Colour And Timelines □ Date Ranges □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart 					
 □ Date Ranges □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart 					
 □ Copy Timeline to Other Applications □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart 					
 □ Exceptions to the Project Calendar Workdays □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart 					
 □ Half Day Every Saturday □ Work The Odd Saturday □ Customise The Legend When Printing the Gantt Chart 					
□ Work The Odd Saturday□ Customise The Legend When Printing the Gantt Chart					
☐ Customise The Legend When Printing the Gantt Chart					
			Υ		