



Project 2003 Introductory Course

Course Aims

This course provides guidance on how to plan and schedule projects using Microsoft Project 2003. Participants will acquire the necessary skills to create a new project, including entering task information, organise tasks, analyse and adjust schedules with date and dependency constraints, plus how to print graphic charts and reports.

Course Outline

Fundamentals

Project Management Overview
Getting Started
Screen, Menus, Toolbars & Task Pane
The Project Guide
Help & Office Assistant
The Project

Working with Tasks

Enter Tasks
Insert/Remove Tasks
Move Tasks
Overtyping, Undo & Redo
Assign Task Durations
Milestones

Managing Project Files

Saving Project
Start a New Project
Open/Close & Switch between Projects

Working with Subtasks

Creating Subtasks
Working with Subtasks

Linking Tasks

Linking Tasks
Unlink Tasks
Dragging to Create Tasks
Task Information

Reporting

Produce Reports

Navigate, View & Customise Projects

Moving around Gantt Charts
Go to Selected Task
Zoom/Viewing Entire Project
Changing the Timescale

Task Relationships

Types of Link
Edit/Remove Link via Task Dependency
Edit/Remove Link via Task Information
Insert Tasks after Linking

Lag, Lead & Slack Time

Lag & Lead Time
Slack Time

Printing

Print Preview
Page Setup
Printing
Printing between Dates

Network Diagrams

Network Diagrams
Moving and Grouping Nodes
Formatting Network Diagrams
Shortcut Menus

Gantt Chart Wizard

Project Review
Gantt Chart Wizard
Critical Path
Baseline Plan
Display the Baseline
Track Progress and Tasks
Track Gantt

This course outline is a guide. All our courses can be tailored to customer requirements.

Target Audience

Intending, new or recent users of Microsoft Project 2003.