

INTRODUCTION TO PROJECT 2007

SECTION 1: Getting Started

Lesson 1.1: Starting Out

What is Microsoft Office Project 2007?
What is a Project?
Why Use Project 2007?
What's New in Project 2007?

Lesson 1.2: Meeting Project

Opening Project 2007
Interface Overview
Menus and Toolbars
Shortcut Keys
Dialogue Boxes
Using the Project Guide Task Panes
Closing Project 2007

Lesson 1.3: Using Project

Menu Overview
Using the Standard Toolbar
Using the Formatting Toolbar
Using the Project Guide

Lesson 1.4: Managing Project Files

Opening Project Files
Saving Project Files for the First Time
Re-Saving a Project File
Switching Between Open Projects
Closing Project Files

Lesson 1.5: Getting Help in Project

Using the Help Menu
Using the Help Window
Using the Type a Question Box
Getting Help in a Dialogue Box

SECTION 2: Starting a Project

Lesson 2.1: Creating a Project

Planning your Project
Creating a Project
Entering Project Information
Setting Working Time
Using the Project Guide

Lesson 2.2: Creating Tasks

Entering New Tasks
Changing a Task's Duration
Moving a Task
Inserting a Task
Deleting a Task

Lesson 2.3: Editing Tasks

The Task Information Dialogue
Task Types
Setting Milestones
Creating Recurring Tasks
Creating Sub Tasks
Creating Summary Tasks

Lesson 2.4: Setting Constraints

- Types of Constraints
- Creating a Constraint
- Setting Task Deadlines
- Constraints versus Deadlines

SECTION 3: Scheduling a Project

Lesson 3.1: Creating the Project Calendar

- Calendar Types
- Setting up the Calendar
- Creating a New Calendar
- Using Calendar View
- Adjusting the Timescale

Lesson 3.2: Setting a Project Baseline

- Baseline Basics
- Saving a Baseline
- Viewing a Baseline
- Clearing a Baseline

Lesson 3.3: Setting an Interim Plan

- Setting an Interim Plan
- Viewing an Interim Plan
- Clearing an Interim Plan

Lesson 3.4: Setting the Critical Path

- What is the Critical Path?
- How Does Project Determine a Critical Path?
- Viewing the Critical Path
- Shortening the Critical Path

SECTION 4: Printing and Viewing a Project

Lesson 4.1: Basic Editing Tasks

- Checking Spelling
- Selecting Text
- Cutting, Copying, and Pasting
- Using Undo and Redo
- Inserting Page Breaks

Lesson 4.2: Changing Your View

- Using Zoom
- Using the View Bar
- Using Basic Views
- Using Advanced Views
- Using the Find Dialogue

Lesson 4.3: Using Page Setup

- Setting Page Options
- Setting Margins
- Setting Headers
- Setting Footers
- Modifying the Legend
- View Settings

Lesson 4.4: Printing a Project

- Opening Print Preview
- Using Print Preview
- Using Print Commands
- Using the Print Dialogue
- Using the Project Guide to Print your Project