

Course WLC-PRJ0701: Microsoft Office Project 2007 Professional Training

One and a half day – Instructor-led

Prerequisites

Project Management Concepts

Topics

Unit 1: Getting started

- Project management concepts
- The Project window

Unit 2: Tasks

- Creating a task list
- Modifying a task list
- Work Breakdown Structure

Unit 3: Task scheduling

- Task links
- Task relationships
- Task options

Unit 4: Resource management

- The base calendar
- Resources and calendars
- Project costs

Unit 5: Views and tables

- Working with views
- Working with tables

Unit 6: Filters, groups, and sorting

- Filters
- Groups
- Sorting tasks and resources

Unit 7: Finalizing the task plan

- Finalizing schedules
- Handling resource conflicts

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note

