

Microsoft Office Project 2007 Essentials

Important announcement from Dominic Moss; Director of Projectability: [Click Here to Read](#)

Project 2010 is now available.

This page is no longer maintained, for up to date information on Microsoft Project Training please see our pages on [WellingtonePPM](#).

Course Benefits:

Trying to manage projects using traditional approaches can be a challenge when you are confronted by complexity scale and change. Microsoft Project can handle these factors providing you with the information you need to perform your role as Project Manager to best effect. Mastering the use of Microsoft Project will allow you to respond to change in an informed and effective fashion meaning that you can work pro-actively rather than re-actively.

Course Overview:

This course is designed for individuals new to Microsoft Office Project Professional 2007. It covers an explanation of basic project management principles and the use of this software. At the end of the course delegates should be:

able to create meaningful Project schedules and understand the process of Project planning and how Microsoft Office Project Professional 2007 can help them work more effectively as a Project Manager.

Course Duration:

One day. This course is designed to illustrate the power and versatility of Microsoft Office Project Professional 2007 and how it can provide managers at all levels with valuable project & resource status information.

Course Booking:

Call us on 01753 621200 or email us to request information on how to book this course.

Course Pricing:

Pricing - £225.00 per person attending this 1 day course, we recommend that a minimum of 2 people from your organisation attend this training. Ask us about discounts for larger groups. Prices exclude VAT at the prevailing rate.

Course Location:

Location - either "in-house" , at our Harpenden offices or a suitable 3rd party venue.

Course Participants:

Anyone wishing to exercise greater understanding and control of the projects they are managing.

Pre-requisites:

Delegates must be familiar with Windows, Word Processing or Spreadsheets to attend this course.

Course Content · Brief discussion of Project Management & benefits of using Microsoft Office Project Professional 2007.

- Microsoft Office Project Professional 2007- start up and initial views - the Menu, Toolbars & default screen view
- Creating a New Project - Summary Information, Calendar and Project criteria
- Changing Working Time and creating a new Calendar
- Project Properties & Project Definition
- Entering Tasks & Project Defaults explained.
- Editing, moving & Deleting Tasks
- Smart Tags
- Saving a Project to Project Server
- Publishing Project Plans
- Collaboration & Project Centre and Sharepoint options.
- Save as a file option
- Attaching Notes and Hyperlinks to Tasks & clearly communicating relevant project information.
- Format Bar Options
- Context Sensitive Cursor features.
- Project Structure - Phasing & Milestones - Indenting & Outdenting Tasks
- Linking Tasks & Task Dependencies.
- Lag & Lead Time options.
- Constraints and their behaviours.
- Scheduling with Deadlines
- Scheduling with Task Calendars
- Views of Project Data - 3 main views and options for split screen & more views explored.

- Tables – viewing different fields of project data
- Project Reports – the Reports Gallery & NEW Visual Project Reports using Excel & Visio.
- Critical Path Analysis explained
- Baselines explained
- Sorting and Filtering Project data – focusing on the important factors in your schedule.
- Grouping Project Data.
- Avoiding the failure to plan – checking the logic behind your schedule and plugging the gaps.
- Crashing your Schedule – the strategies to employ to achieve tight deadlines
- Using the GANTT Chart Wizard - Critical Path & Baseline views
- Printing your Project plan

Related Courses:

Intermediate Microsoft Office Project 2007 Professional

Managing Enterprise Projects with Project Professional 2007

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