

# Microsoft Project 2010

## Level 1

**ERP · BI · CRM · EPM · HR · PAYROLL**

## Course Outline

The MS Project 2010 Level 1 course is designed for individuals who will use MS Project Professional 2010. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

### Course duration:

This course is scheduled for one day from 9:00 till 16:00.

### Course pre-requisites:

Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that students have completed the following course or have equivalent experience:

Windows XP: Basic, Windows Vista: Basic or Windows 7: Basic

### Documentation:

The following documentation is included with the course

- Microsoft Project 2010 Level 1 user guide
- Certificate of attendance

### After attending you will be able to:

- Identify the basic features and components of the Microsoft Project environment.
- Create a new project plan file and enter project information.
- Manage tasks by organizing them and setting task relationships.
- Manage resources for a project.
- Finalize a project plan.



### Who should attend?

Students taking this course should be comfortable using a personal computer and Microsoft Windows XP or later. Students will get the most out of this course if their goal is to become proficient project managers by using Microsoft Project 2010 to plan and manage their projects.

## Topics covered

### Unit 1: Getting started

Topic A: Project management concepts

Topic B: The Project window

Topic C: Project files

Topic D: The Help window

### Unit 2: Tasks

Topic A: Creating a task list

Topic B: Modifying a task list

Topic C: The Work Breakdown Structure

Unit 3:Task scheduling

- Topic A: Task links
- Topic B: Task relationships
- Topic C: Task options

Unit 4:Resource management

- Topic A: The base calendar
- Topic B: Resources and calendars
- Topic C: Project costs

Unit 5:Views and tables

- Topic A: Working with views
- Topic B: Working with tables

Unit 6:Filters, groups, and sorting

- Topic A: Filters
- Topic B: Groups
- Topic C: Sorting tasks and resources

Unit 7:Finalizing the task plan

- Topic A: Finalizing schedules
- Topic B: Handling resource conflicts

Appendix A:MOS exam objectives map

- Topic A: Comprehensive exam objectives

## Venue details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

### Centurion

1001 Clifton Avenue  
Lyttelton Manor  
Centurion

### Rivonia

3 Fifth Avenue  
Rivonia  
Johannesburg



## For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail [training@acctech.biz](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)