

Chapter 1: MS Project Basics

You will learn:

- Starting MS Project.
- Starting a project.
- Using toolbars.
- Saving a project.
- Closing a project.
- Opening an existing project.
- Activating the Planning Wizard.
- Closing a project.

Chapter 2: Working with Tasks

You will learn:

- Working with tasks.
- Working with task entry.
- Working with durations.
- Entering tasks.
- Saving changes to a project.
- Editing a Gantt chart.
- Inserting a task.
- Linking tasks.
- Changing task relationships.
- Entering milestones.
- Entering tasks in task form view.
- Entering/viewing recurring tasks.
- Filtering tasks.

Chapter 3: Working with Views

You will learn:

- Working with views.
- Changing views.
- Splitting the window.
- Changing the view in a pane.
- Removing the split.
- Printing views.
- Adjusting timescales.
- Zooming the timescale.
- Adding a nonworking day.
- Changing the working hours.

Chapter 4: Working with PERT Charts

You will learn:

- Displaying a PERT chart.
- Zooming the PERT chart view.
- Moving a task box.
- Displaying the task PERT view.

Chapter 5: Scheduling Tasks

You will learn:

- Working with task relationships.
- Linking multiple tasks.
- Linking non-consecutive tasks.
- Unlinking tasks.
- Using lag and lead time.
- App tying constraints.
- Entering start/finish dates.

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Chapter 6: Editing Tasks

You will learn:

- Inserting tasks between linked tasks.
- Deleting tasks.
- Moving tasks.
- Using the edit line.
- Using fill down.

Chapter 7: Working with Outlines

You will learn:

- Outlining tasks.
- Promoting/demoting tasks.
- Creating second level subtasks.
- Working with outlines.
- Viewing the WBS.

Chapter 8: Creating Resources

You will learn:

- Working with resources.
- Viewing the resource sheet.
- Creating resources.
- Assigning resources.
- Calculating resource workloads.
- Working with scheduling.

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Chapter 9: Using Resource Views

You will learn:

- Identifying resource views.
- Accessing the resource graph.
- Accessing resource usage.
- Accessing the resource form.
- Accessing the resource name form.

Chapter 10: Working with Resource Calendars

You will learn:

- Working with calendars.
- Creating a new base calendar.
- Assigning base calendars.
- Editing resource calendars.