

# Microsoft Project 2000 – Level 1

## Courseware Objectives

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Project 2000. It is designed for computer users who are already familiar with project management, and want to learn how to use project management software. Upon successful completion of this courseware, you will be able to:

- understand project management and Project
- create, save, open and close project files
- create, edit and configure tasks
- link tasks to determine the project finish or start date
- create, edit and assign resources
- assign cost rates, and calculate the cost of resources, tasks and the project
- create, edit, and configure views, tables and filters
- edit and apply formatting
- print the plan and reports
- set, configure and apply progress lines
- enter actual results and compare against the baseline

**Course Length:**  
6 – 8 Hours

**Approximate Page Count:**  
180 – 200 Pages

**Number of Sections:**  
Six Sections Plus Preface  
and Appendices

**Average Number of Exercises:**  
100



### LEARN THE SKILL

Hands on, step by step exercises guide students presented immediately following a topic explanation.



### DEVELOP YOUR SKILLS

Hands on, step by step exercises covering more than one feature within a module. They are presented at the end of a module.



### APPLY YOUR SKILLS

Hands on, extended exercises presented at the end of a section. Each exercise is rated with a difficulty level based on skill competence.

## Prerequisites

Skills learned in the *Microsoft Windows 95 – Level I* or *Microsoft Windows 98 – Level I* or equivalent.

## Course Outline

### About This Courseware

Courseware Conventions  
Courseware Objectives  
Getting Started  
Moving Around  
Getting Help  
Exiting Project

### Introduction

Objectives of Section 1  
Overview of Project Management  
Looking at the Screen  
Introduction to a Simple Project Plan  
Managing Tasks  
Summary of Section 1  
Questions and Review

### Managing Resources & Tasks

Objectives of Section 2  
Managing Resources and Work Effort  
More About Tasks  
Summary of Section 2  
Questions and Review

### Managing Calendars & Task Linkages

Objectives of Section 3  
Project Plan Properties  
Managing Calendars  
Task Dependencies  
Summary of Section 3  
Questions and Review

### Project Costs & Printing

Objectives of Section 4  
Assigning Costs  
Printing a Report  
Summary of Section 4  
Questions and Review

### Formatting Project Plans

Objectives of Section 5  
Using Views, Tables, and Filters  
Formatting a Project Plan  
Summary of Section 5  
Questions and Review

### Tracking Project Plans

Objectives of Section 6  
Reviewing a Project Plan  
Tracking and Updating a Project Plan  
Summary of Section 6  
Questions and Review

### Appendices

Projects and Case Studies  
Productivity Tools  
Glossary of Terms  
Answers to Review Questions  
Index  
MOUS Skills Checklist