

Project Management: Microsoft Project 2010 Basics

Program Overview

When you have to manage project, you need to know Microsoft Projects. This course will help you learn the basics and advancement areas of resource management, costs management, short term plans, and advanced project analysis. If you're looking for effective ways to get more out of Project; then this course is for you.

The training material is professionally designed to help you understand Microsoft Project 2010. This can be taken as an online self study and telephonic consultation with our education experts.

Program outline

<p>Module One: Getting Started Introduction Housekeeping to remember Pre-Assignment Review Workshop objectives Action plans and evaluation forms</p> <p>Module Two: Opening and Closing Project Opening Project Understanding the Interface Using the Backstage View Closing Project</p> <p>Module Three: Working with Project Files Creating a Project Using Project Templates Saving a Project Opening and Closing Project Files</p> <p>Module Four: Your First Project About the Project Guide Entering the Start Date for your Project Setting the Project Calendar Setting Holidays and Days Off Defining the Units of Time (Days and Weeks)</p>	<p>Module Five: Adding Tasks Understanding Key Terms Entering Tasks Viewing Task Information Adding Notes to Tasks Understanding Task Indicators Understanding Error Checking</p> <p>Module Six: Advanced Task Operations Using Automatic vs. Manual Scheduling Creating Summary Tasks Creating Recurring Tasks Changing the Order of Tasks Deleting Tasks Splitting a Task</p> <p>Module Seven: Scheduling your Tasks Linking Tasks Unlinking Tasks Adding Lags and Leads to Task Relationships Setting Deadlines Setting Constraints</p> <p>Module Eight: Adding Resources Understanding Resources Creating a Work Resource Creating a Material Resource Viewing Resource Information Modifying the Resource Calendar</p>	<p>Module Nine: Assigning Resources Understanding the Relationship between Work, Duration and Units Assigning a Single Resource Assigning Multiple Resources Changing a Resource Assignment Leveling Resources</p> <p>Module Ten: Customizing Your Project View Important Task Views Important Resource Views Applying a Theme to the Project Customizing the Gantt Chart with the Wizard Customizing the Gantt Chart Manually Formatting the Time Scale</p> <p>Module Eleven: Finishing Your Project Checking your Spelling Using the Page Setup Dialog Box Printing a Project View E-mailing a Project</p> <p>Module Twelve: Wrapping Up Words from the Wise Parking Lot Action Plans and Evaluations</p>
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Benefits of the Program

This program will help you understand the basic level Microsoft project 2010 and effectively manage projects and use the software to leverage your project management knowledge.

How can I take this course?

Since we want to make people's life much easier; this course is available online. There is no waiting time. Call us and take the course at the comfort of your home and at your own time. The workshops are arranged across major cities world-wide. For more information about updated course schedule on workshops and dates; keep regularly visiting the schedule update our site.

Costs to take this course

The costs associated with the course depend upon whether you would like to take online course or attend physical workshops. If you want to know about current course costs please give us a call or write at customercare@myuaeonlinetrainings.com or download the latest price list from <http://www.myuaeonlinetrainings.com/pricelist.pdf>

Time required for completing this course

You would be able to complete this course in 7 days to 3 months if you take this course online. It also depends upon how much time you spend on studying the course materials.

This can be a two full day workshop if you take this program as instructor led full day program.

MISP Advantage

- We completely understand training requirements as we have over years of training experience.
- This has helped us discover more advanced methodical and strategic plans to train people and achieve their goals.
- We have 360 degree view of the customer requirement and provide effective solutions.
- We understand our clients and thus have compiled and consolidated all trainings to suit their requirements in more realistic approach.
- Our online system allows you to review and grade your progress, combined by telephonic Consultation, face to face meetings and weekly workshops.
- With our online system; people do not need to waste their precious time and they can access our training program round the clock 24x7.
- Our objective and goal is to see our clients achieve the desired goals and progress. We commit to extend all support to achieve the collective goals.
- You can reach our helpdesk and an education advisor will call to resolve your query.
- We track you throughout the process until we see you certified.

Mission Statement

MISP Trainings we are focused by relentless efforts on our seven core fundamentals. We constantly work to implement the critical initiatives required to meet our vision what we strive to achieve every day. During this journey, we deliver operational excellence, exceed our commitments and keep every client on 360 degree satisfaction level. We strive to be the best for our customers, employees, shareholders and all those who are associated with us.

Vision Statement

MISP Trainings aligns people and organizations towards their goals - whether in business, education, Innovation, research, individual growth, overall organization development; it is enabling individuals and organizations to achieve their goals. We translate advanced thought processes into values for our customers through our world class solutions, services and consulting businesses globally.