

Course Outline of Microsoft Project Online Course Content:

Lesson 1: Getting Started with Microsoft Project

Topic A: Identify Project Management Concepts

Topic B: Navigate the Microsoft Project Environment

Lesson 2: Defining a Project

Topic A: Create a New Project Plan

Topic B: Define a Project

Topic C: Assign a Project Calendar

Lesson 3: Creating and Organizing Tasks

Topic A: Add Tasks to a Project Plan

Topic B: Import Tasks From Other Programs

Topic C: Create a Work Breakdown Structure

Topic D: Define Task Relationships

Topic E: Schedule Tasks

Lesson 4: Managing Project Plan Resources

Topic A: Add Resources to a Project Plan

Topic B: Create a Resource Calendar

Topic C: Enter Costs for Resources

Topic D: Assign Resources to Tasks

Topic E: Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

Topic A: Optimize a Project Plan

Topic B: Set a Baseline

Topic C: Share a Project Plan

Lesson 6: Executing a Project

Topic A: Enter Task Progress

Topic B: Update Task Progress

Topic C: Update Work

Topic D: Update Costs

Lesson 7: Monitoring Project Progress

Topic A: View Project Progress

Topic B: Add Custom Fields

Topic C: Create Custom Views

Topic D: Create a Network Diagram

Topic E: Analyze a Project Plan

Lesson 8: Controlling a Project Plan

Topic A: Edit the Task List

Topic B: Reschedule Tasks

Topic C: Update a Baseline

Lesson 9: Reporting on Progress

Topic A: Format and Share a Chart View

Topic B: View Existing Reports

Topic C: Create Custom Reports

Topic D: Create a Visual Report

Lesson 10: Customizing the Application

Topic A: Change Project Options

Topic B: Create a Project Plan Template

Topic C: Share Resources

Topic D: Link Project Plans