



**CTREC  
HILTON**  
IT ACADEMY

BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

## Microsoft Office Project 2007: Level 1

**Number of Days:** 1

**Format:** Instructor-Led

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

**Course Description:**

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.

**Course Objective:**

You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

**Target Student:**

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

**Delivery Method:**

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Performance Base objectives:**

Upon successful completion of this course, students will be able to:

- Explore the Microsoft Office Project environment and the various views in which you can survey a project file.
- Create a new project plan.
- Manage tasks by organizing them and setting task relationships.
- Manage resources for a project.
- Finalize the project plan.

# Microsoft Office Project 2007 Level 1

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## Course Outline

<b>Lesson 1: Getting Started with Microsoft Project</b>
<ul style="list-style-type: none"><li>■ Topic 1A: Explore the Microsoft Project 2007 Environment</li><li>■ Topic 1B: Display an Existing Project Plan in Different Views</li></ul>
<b>Lesson 2: Creating a Project Plan</b>
<ul style="list-style-type: none"><li>■ Topic 2A: Create a New Project Plan</li><li>■ Topic 2B: Assign a Project Calendar</li><li>■ Topic 2C: Add Tasks to the Project Plan</li><li>■ Topic 2D: Enter the Task Duration Estimates</li><li>■ Topic 2E: Add Resources in the Project Plan</li></ul>
<b>Lesson 3: Managing Tasks in a Project Plan</b>
<ul style="list-style-type: none"><li>■ Topic 3A: Outline Tasks</li><li>■ Topic 3B: Add a Recurring Task</li><li>■ Topic 3C: Link Dependant Tasks</li><li>■ Topic 3D: Set a Constraint to a Task</li><li>■ Topic 3E: Set a Task Deadline</li><li>■ Topic 3F: Add Notes to a Task</li></ul>
<b>Lesson 4: Managing Resources in a Project Plan</b>
<ul style="list-style-type: none"><li>■ Topic 4A: Create a Resource Calendar</li><li>■ Topic 4B: Assign Resources to Tasks</li><li>■ Topic 4C: Assign Additional Resources to a Task</li><li>■ Topic 4D: Enter Costs for Resources</li><li>■ Topic 4E: Enter Values for Budget Resources</li><li>■ Topic 4F: Resolve Resource Conflicts</li></ul>
<b>Lesson 5: Finalizing the Project Plan</b>
<ul style="list-style-type: none"><li>■ Topic 5A: Display the Critical Path</li><li>■ Topic 5B: Shorten the Project Duration</li><li>■ Topic 5C: Set a Baseline</li><li>■ Topic 5D: Print a Project Summary Report</li></ul>