



BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

## Microsoft Office Project 2010: Level 1

**Number of Days:** 1

**Format:** Instructor-Led

**Class Code** PR10-1

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

**Course Description:**

You will create and manage a project schedule using Microsoft Project 2010.

**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 those project plans.

**Prerequisites:**

Students enrolling in this class should have the following:

- A general introductory-level understanding of project management concepts. Courses that help fulfill this requirement include: Project Management Fundamentals (Second Edition).
- Basic end-user skills with any current Windows operating system.

**Delivery Method:**

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

**Performance-Based Objectives:**

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

- Identify the basic features and components of the Microsoft Project environment.
- Create a new project plan file and enter project information.
- Manage tasks by organizing tasks and setting task relationships.
- Manage resources for a project.
- Finalize a project plan.

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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 2010 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 Project Plan</li><li>■ Topic 2B: Assign a Project Calendar</li><li>■ Topic 2C: Add Tasks to a Project Plan</li><li>■ Topic 2D: Enter the Task Duration Estimates</li><li>■ Topic 2E: Add Resources to a 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: Link Dependent Tasks</li><li>■ Topic 3C: Set Task Constraints and Deadlines</li><li>■ Topic 3D: Add Notes to a Task</li><li>■ Topic 3E: Add a Recurring 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: Enter Costs for Resources</li><li>■ Topic 4D: Resolve Resource Conflicts</li></ul>
<b>Lesson 5: Finalizing a Project Plan</b>
<ul style="list-style-type: none"><li>■ Topic 5A: Shorten a Project Using the Critical Path</li><li>■ Topic 5B: Set a Baseline</li><li>■ Topic 5C: Print a Project Summary Report</li></ul>
<b>Appendix A: Additional Procedures to Create a Schedule in Microsoft Project 2010</b>