

Project 2007 Fundamentals

The Fundamentals

- Planning the Project
- Understanding Project Management
- Understanding the Project Database
- What's New in Project 2007
- Understanding the Project 2007 Screen
- Using Common Views
- Using More Views
- Creating a New Project
- Working with the Project Information Dialog Box
- Adjusting Working Hours
- Creating a New Calendar
- Using the Project Guide
- Printing a View
- Printing the Current View as a Report
- Using Help

Entering the Task List

- Entering Tasks
- Estimating Task Duration
- Entering Task Duration
- Entering a Milestone
- Organizing Tasks into Phases
- Linking Tasks
- Editing Task Links
- Unlinking Tasks
- Creating Recurring Tasks
- Using the Task Information Dialog Box
- Using Task Notes
- Using Task Hyperlinks
- Moving and Copying a Task
- Inserting and Deleting a Task

Entering and Assigning Resources

- Entering People Resources
- Entering Equipment Resources
- Entering Material Resources
- Adjusting Individual Resource Working Schedules
- Using Resource Notes
- Understanding Effort Driven Project Scheduling
- Assigning Resources to Tasks
- Assigning Additional Resources to Tasks
- Assigning Material Resources to Tasks

Viewing the Project

- Using Split Views
- Sorting Information
- Grouping Information

Filtering Information
Using AutoFilters
Using Zoom

Working with Tasks

Overlapping Tasks
Delaying Tasks
Setting Task Deadlines
Setting Task Constraints
Splitting Tasks
Understanding Task Type
Assigning a Task Calendar
Understanding Task Indicators