

What's in *Project 2007: Basic + CertBlaster, Instructor Guide*:

This ILT Series course teaches the basic functions and features of Project 2007. Students will learn how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. They'll also learn how to create a base calendar, assign resources to tasks, create task calendars, and create and modify tables. Students will use filters and groups, and they'll sort task and resource data. Finally, they will learn how to resolve resource conflicts. Comes with a companion CBT program.

Objectives

- Apply project management concepts; start Project 2007, open an existing project file, and navigate different views; use the Project 2007 Help features; create and save a new project file; and close a project file and close Project 2007.
- Create a task list in Gantt Chart view by entering the task name and duration, modify the task list by inserting and deleting tasks, and create a Work Breakdown Structure by adjusting task hierarchy.
- Create task relationships by linking, add predecessors and lead time to tasks, and add recurring tasks; explore Network Diagram view and modify the task relationships in it; and use the Task Information dialog box.
- Use the Change Working Time dialog box to create a base calendar for the project, use the resource sheet to create a resource pool, assign resources to tasks, create task calendars, enter resource costs in Resource Sheet view, and use the Cost table in Gantt Chart view.
- Work with Calendar and form views, and create and modify tables.
- Use standard filters and AutoFilters, create an interactive filter, use predefined groups, create a custom group, and sort task and resource data.
- Display the critical path and edit effort-driven schedules, and resolve resource conflicts by identifying and adjusting resource over-allocation.

Why *Project 2007: Basic + CertBlaster, Instructor Guide*

- Marginal annotations prompt you with relevant information as you teach the course.
- Includes PowerPoint presentations
- Consistent layout, structure, and voice across all topics to minimize prep time for instructors teaching multiple courses
- Content available for licensing