

## Microsoft Project 2010 Level 1

### Program Highlights:

Microsoft Project is used by project managers to organize and manage functions and tasks such as maintaining budgets, meet deadlines, create charts and monitoring progress. Enroll today to learn how to use Microsoft Project management tools such as Gantt charts, Task Relationships, Network diagrams, and task relationships.

### Job Outlook:

Project managers are in high demand, particularly in the technology and software development sectors. The U.S. Department of Labor forecasts excellent job prospects in the 2008 to 2018 period, with job growth of 17 percent for all computer and information systems managers.

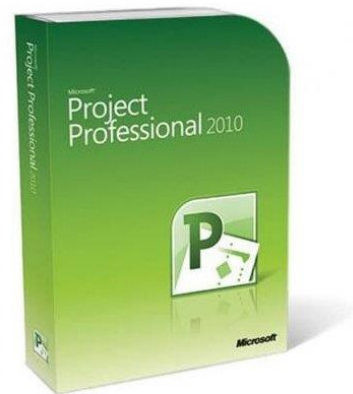
### Certification:

Microsoft Office Specialist (MOS) certifications are the only globally recognized credentials that validate your technical expertise in Microsoft Office Suite.

MOS: Microsoft Project Exam 70-178

### Next Steps:

Project Management Essentials



### Benefits:

- Learn powerful new ways to effectively manage important projects.
- Unlock easy collaboration capabilities to quickly start and deliver winning projects.



**Stay Ahead!**

# Course Outline

	DESCRIPTION
<b>UNIT 1:</b> Getting Started	<ul style="list-style-type: none"><li>• Project Management Concepts</li><li>• The Project Window</li><li>• Project Files</li><li>• The Help Window</li></ul>
<b>UNIT 2:</b> Tasks	<ul style="list-style-type: none"><li>• Creating a Task List</li><li>• Modifying a Task List</li><li>• The Work Breakdown Structure</li></ul>
<b>UNIT 3:</b> Task Scheduling	<ul style="list-style-type: none"><li>• Task Links</li><li>• Task Relationships</li><li>• Task Options</li></ul>
<b>UNIT 4:</b> Resource Management	<ul style="list-style-type: none"><li>• The Base Calendar</li><li>• Resources and Calendars</li><li>• Project Costs</li></ul>
<b>UNIT 5:</b> Views and Tables	<ul style="list-style-type: none"><li>• Working with Views</li><li>• Working with Tables</li></ul>
<b>UNIT 6:</b> Filters, Groups, and Sorting	<ul style="list-style-type: none"><li>• Filters</li><li>• Groups</li><li>• Sorting Tasks and Resources</li></ul>
<b>UNIT 7:</b> Finalizing the Task Plan	<ul style="list-style-type: none"><li>• Finalizing Schedules</li><li>• Handling Resource Conflicts</li></ul>