

Microsoft Project Software Training Contents

Microsoft Project Software Module Index

S. No	Description	Page no
1	Chapter-1: Introduction MS Project Software.	
2	Chapter – 2: Creating a Project	
3	Chapter – 3: Basic & Project Settings	
4	Chapter – 4: Calendar Settings	
5	Chapter – 5: Creating a Activity	
6	Chapter – 6: Links or Relationships	
7	Chapter – 7: Network Diagram	
8	Chapter – 8: Gantt Chart Customization	
9	Chapter – 9: Critical Path Method (CPM) Analysis	
10	Chapter – 10: PERT Analysis	
12	Chapter – 11: Constraints	
13	Chapter – 11: Work Breakdown Structure (WBS)	
14	Chapter – 11: Resources	
15	Chapter – 11: Project Updating, Tracking and Controls	
16	Chapter – 11: Reports	
17	Chapter – 11: Other options	
18	Chapter – 11: Page & Print out Settings	

Microsoft Project Software Module

Content:

1. Introduction to MS Project software
2. Creating a Project
3. Basic & Project Settings
4. Calendar Settings
 - a. Type of Calendars
 - b. Creating a Calendar
 - c. Define a Calendar
 - d. Assigning the Calendar to Project
 - e. Assigning the Calendar to Gantt Chart
5. Creating an Activity
 - a. Types of Activities
 - b. Activity Duration, Start Date & Finish Date
 - c. Activity Information tab (Properties)
6. Links or Relationships
 - a. Types of Links
 - b. Method of Linking
7. Network Diagram
8. Gantt Chart Customization
 - a. Gantt Chart View Setting
 - b. Timescale Settings
 - c. Layout Settings
9. Critical Path Method (CPM) Analysis
 - a. Critical Path Theoretical Calculation
 - b. Critical Path Checking in Software
10. PERT Analysis
 - a. Project total Duration Calculation
 - b. Float or Slack Calculation

Microsoft Project Software Module

Content:

11. Constraints

- a. Definition
- b. Types of Constrains
- c. Define the Constrain

12. Work Breakdown Structure (WBS)

13. Resources

- a. Classification of Resources
- b. Creating a Resource
- c. Define the Resource
- d. Assign the Resource
- e. Resource Analysis
- f. Resource Leveling

14. Project Updating, Tracking and Controls

- a. Setting Baseline
- b. Actuals Updating
- c. Baseline & Actual Tracking
- d. Comparison between Baseline & Actuals

15. Reports

16. Other Options

- a. Sub-Projects
- b. Recurring Activities
- c. Filters
- d. Highlight
- e. Group by

17. Print out & Page Setup