# Microsoft Project 2010

## Overview – Evening Session

This 2 hour hands-on session will provide delegates with a brief demonstration of the tools available to them in MS Project 2010.

## COURSE CONTENT

### General
- Start Project
- Summary Information – Project, Stats, & Document

### Gantt Chart
- Interpretation Of
- Change The Timescale
- Format → Gridlines, Bars, Non Working Time

### Task Properties
- Task Duration Types
- Milestones
- Assign Fixed Costs & Time Restrictions
- Split Tasks

### Filters
- Use Standard Filters to restrict data printed/ displayed on the Gantt Chart
- AutoFilters

### Task Relationships
- The 4 Relationship Types → FS, SS, FF, SF
- Establish Links
- How To Use Slack
- Lag & Lead Time
- Outline The Schedule (ie Create Subtasks)

### Critical Path
- Display on Gantt Chart
- Display With Filter/Group

### Resources
- Create
- Assign To Tasks

### Resource Overallocation
- Identify Affected Tasks
- Resolve Overallocation - Manually

### Calendars
- Base, Project
- Edit Existing Calendar - Change Working Times, etc