

Microsoft® Project 98

Microsoft Project 98 is a powerful project-management program. This course is designed for those who want to get up and running on Microsoft® Project 98. In addition this course is designed to help students meet Microsoft Project MOUS core-level and expert-level certification objectives.

Students will learn how to create project plans, schedule and track project and resource information, present the data using features such as customizable Gantt charts, track how projects progress and identify what to do if they don't proceed according to plan.

Duration:

- 2 Days, Instructor-led

Prerequisite:

- There is no prerequisite for this course.

Topics Include:

- Learning Microsoft® Basics
- Working with Project Tasks
- Outlining a Project
- Task Dependencies
- Managing Project Resources
- Working with Calendars
- Scheduling with Resources
- Managing Resource Workloads
- Scheduling Task Constraints
- Tracking Project Progress
- Applying Filters and Sorting Data
- Customizing Tables, Views, and Reports
- Working with Multiple Projects
- Customizing the Project Environment