

# Refine-IT

## MS Project 2000 - Introduction

### Overview and Goals

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Project 2000. It is designed for computer users who are already familiar with project management, and want to learn how to use project management software.

### Upon completion of this course delegates will be able to

- understand project management and Project
- create, save, open and close project files
- create, edit and configure tasks
- link tasks to determine the project finish or start date
- create, edit and assign resources

**Who Should Attend** - Users with experience of Windows and using a mouse

### Project 2000 basics

Project management concepts  
Exploring the Project 2000 window  
Using Help  
Working with a project file  
Closing a project file and exiting Project 2000

### Working with tasks

Creating a task list  
Modifying a task list  
Creating the Work Breakdown Structure  
Customising WBS codes

### Scheduling tasks

Setting up task links  
Working in Network Diagram view  
Working with advanced task options

### Managing resources

Creating a base calendar  
Working with resources and calendars  
Working with resource costs

### Working with task views

Working in Calendar view  
Customising other views

### Finalising the task plan

Finalising the schedule  
Resolving resource conflicts

### Filtering, grouping, and sorting

Working with filters



If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)

Many more courses are available including MS Word, Outlook, Internet, Excel, PowerPoint, Access, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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