

Microsoft ®

# Project 2003 Course Outline

Foundation Level

---

## INTRODUCTION TO PROJECT 2003

- What Is Project 2003?
- The Project 2003 Environment
- Toolbars

## DEFINING THE PROJECT

- Creating a New Project
- Opening a Project
- Using File Properties
- Entering Start and Finish Dates
- Establishing a Project Calendar
- Saving
- Quitting and Closing

## TASKS

- Entering Tasks
- Entering Task Durations
- Entering Subtasks
- Using Recurring Tasks
- Using Task Notes
- Assigning Milestones
- Entering Constraints
- Editing Tasks
- Deleting Tasks
- Moving Tasks
- Creating Dependencies

## RESOURCES

- Creating a Resource List
- Entering Working Time
- Entering Costs
- Entering Notes
- Assigning Resources to a Task

## VIEWS

- Introduction to Views
- Using The Calendar View
- Using The Gantt Chart View
- Using The Network Diagram View
- Using The Task Usage View
- Using The Tracking Gantt View
- Using The Resource Graph View
- Using The Resource Sheet View
- Using The Resource Usage View

## PRINTING REPORTS

- Viewing and Printing Reports
- Using Print Preview
- Understanding Page Setup
- Understanding the Print Dialog Box
- Starting the Reports Dialog Box
- Understanding the Different Types of Reports
- The Project Guide for Printing Wizard
- Customising Reports