

Microsoft®

# Project 2003 Course Outline

Foundation Level

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## **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
- Customizing Reports