Microsoft Project 2010: Basic

Topic-Level Outline

Days: 1
Prerequisites: *Windows XP: Basic, Windows Vista: Basic, Windows 7: Basic,* or equivalent experience

Unit 1: Getting started
- **Topic A:** Project management concepts
- **Topic B:** The Project window
- **Topic C:** Project files
- **Topic D:** The Help window

Unit 2: Tasks
- **Topic A:** Creating a task list
- **Topic B:** Modifying a task list
- **Topic C:** The Work Breakdown Structure

Unit 3: Task scheduling
- **Topic A:** Task links
- **Topic B:** Task relationships
- **Topic C:** Task options

Unit 4: Resource management
- **Topic A:** The base calendar
- **Topic B:** Resources and calendars
- **Topic C:** Project costs

Unit 5: Views and tables
- **Topic A:** Working with views
- **Topic B:** Working with tables

Unit 6: Filters, groups, and sorting
- **Topic A:** Filters
- **Topic B:** Groups
- **Topic C:** Sorting tasks and resources

Unit 7: Finalizing the task plan
- **Topic A:** Finalizing schedules
- **Topic B:** Handling resource conflicts

Appendix A: MOS exam objectives map
- **Topic A:** Comprehensive exam objectives