



Skills for Business

# Microsoft Project 2007 Introduction

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## Course Description

This two-day course is designed to give new users and introduction this Project Planning software. The following elements will be covered:

- ◆ Introduction to Project 2007
- ◆ Setting up a Project
- ◆ Tasks, Notes & Milestones
- ◆ Manipulating Tasks and Constraints
- ◆ Dependencies
- ◆ Resources
- ◆ Views & Split Windows
- ◆ Printing & Reports

## Who Should Attend?

People who are new to MS Project. Previous knowledge of this application is not a requirement. However, those attending should be confident with using MS Excel and MS Word.

## What Do I Do Now?

For a more detailed Course Outline, or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at [admin@vitaltraining.co.uk](mailto:admin@vitaltraining.co.uk)