



# Microsoft Project 2003 Essentials Video Training - Beginner Level on DVD-ROM

*Jim Koger*

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**Microsoft Project 2003 Essentials Video Training - Beginner Level on DVD-ROM** Jim Koger  
Interactive Instructor-Based Project 2003 Beginner Level Video Training Course on DVD-ROM

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Please note: DVD-ROM product (not DVD-Video, will not play on TV DVD player)

## **Topics Covered:**

Microsoft Project 2003 Essentials: Beginner Level

- 1.0 Project Management Overview
  - 1.1 Project Management Processes
  - 1.2 Using Project to Manage Your Projects
  - 1.3 Using Project to Model Your Projects
- 2.0 Getting Started in Project
  - 2.1 Exploring the Project Screen
  - 2.2 Exploring Project Views
  - 2.3 Exploring Project Reports
  - 2.4 Creating a New Project
  - 2.5 Working with the Calendar
  - 2.6 Setting Project Properties
- 3.0 Working with Tasks
  - 3.1 Entering Tasks
  - 3.2 Using Durations
  - 3.3 Creating Milestones
- 4.0 Grouping Tasks into Phases
  - 4.1 Linking Tasks
  - 4.2 Documenting Tasks
  - 4.3 Checking Durations
- 5.0 Working with Resources
  - 5.1 Working with People Resources
  - 5.2 Working with Equipment Resources
  - 5.3 Working with Material Resources
  - 5.4 Working with Resource Pay Rates
  - 5.5 Editing Working Time for Individual Resources

## 5.6 Documenting Resources

### 6.0 Assigning Resources to Tasks

#### 6.1 Assigning Resources to Tasks

#### 6.2 Assigning Additional Resources to a Task

#### 6.3 Assigning Material Resources to Tasks

### 7.0 Formatting and Printing the Project Plan

#### 7.1 Creating a Custom Gantt Chart View

#### 7.2 Drawing on a Gantt Chart

#### 7.3 Formatting Text in a View

#### 7.4 Formatting and Printing Reports

### 8.0 Tracking Progress on Tasks

#### 8.1 Saving a Project Baseline

#### 8.2 Tracking a Project as Scheduled

#### 8.3 Entering a Task's Completion Percentage

#### 8.4 Entering Actual Values for Tasks

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