



MS PROJECT 2007 for the Construction Industry

Module 1- Elementary

**9am to 1pm
Tues. 16th November 2010
Rhodes Office**

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Microsoft Project for the Construction Industry



Elementary Level

Why do we program?

Starting a New Project

- Opening the Template
- Project Information
- Change Working Time
- Creating Tasks
- Summary Tasks
- Task Durations

Project Logic – Linking Tasks

- How to link tasks
- Editing Links

Formatting & General Enhancements

- Formatting Text Styles
- Formatting Bar Styles
- Formatting Gridlines
- Inserting Columns
- Inserting Text Boxes

Adjusting the Timescale

- Major and Minor Timescales
- Nonworking Time

Printing

- Print Preview
- Page Setup
- Headers, Footers, Margins, Legends

Cost: \$350 per attendee per 4 hour session. (Discounts given for groups)
