

**Microsoft Project 2007 Basic:** Students will learn how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. They'll also learn how to create a base calendar, assign resources to tasks, create task calendars, and create and modify tables. Students will use filters and groups, and they'll sort task and resource data. Finally, they will learn how to resolve resource conflicts. Topics include:

- Getting started
  - Project management concepts
  - Exploring the Project window
  - Working with project files
  - Using Help
  
- Working with tasks
  - Creating a task list
  - Modifying a task list
  - Creating a Work Breakdown Structure
  
- Scheduling tasks
  - Setting up task links
  - Working in Network Diagram view
  - Working with advanced task options
  
- Managing resources
  - Creating base calendars
  - Working with resources and calendars
  - Working with resource costs
  
- Working with views and tables
  - Working with views
  - Working with tables
  
- Filtering, grouping, and sorting
  - Working with filters
  - Working with groups
  - Sorting tasks and resources
  
- Finalizing the task plan
  - Finalizing schedules
  - Resolving resource conflicts