Productiv_IT with Microsoft Project 2003/2007/2010

One on One (1 Day), Small or Large Groups (1 to 2 day)

This workshop introduces participants to some basic concepts of project management, and presents the range of features available in Microsoft Project to assist in the management of a project. Attendees will learn how to efficiently plan, manage and optimise resources to achieve their project goals.

Microsoft Project is a two day workshop designed for those starting on the project management journey. This workshop aims to show the learner how to use Microsoft Project to help manage a large range of projects from small to large scale. This workshop is valuable to anyone who is required to use Microsoft Project to develop a schedule of activities for a project.

The Microsoft Project workshop focuses on making the most of complex office applications. Our IT training specialists teach you good work practices in order to achieve greater personal productivity using Microsoft Project. We take popular business problems and workshop ways to solve them in a motivating, non threatening manner.

PREFACE

Conventions used in this Workbook
MS Project and Project Management
Course Outline

Overview Of Microsoft Project
    Starting Microsoft Project
    The Microsoft Project Screen
    Working in MS Project
    Understanding Microsoft Project Menus
    Understanding Toolbars
    Working With Existing Project Files
    What's New or updated in Microsoft Office Project 2007?
    Office Project 2007 family
    Office Project 2007 feature list

Acorn Trainers

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

Testimonials

"The trainer delivered sensational training with relevant details. Shortcuts are fab. I was able to work at my own pace ensuring all of the class were up to speed." – Questacon staff member

"I found it a very informative, useful and easy to follow workshop." – Questacon staff member

"The MS Project Manual is very well written. It's a good resource to take away."– Eavan O'Brien, DEEWR

"Relevant to the issues currently I am working with." – Dr Ajoy Kar, Defence

"I found the workshop worthwhile from start to finish."– Blair Davidson, ATO

"A well run course covering most of the Project aspects. Good venue and well catered for."– Mark Tankey, ATO

Enrolment Form – Productiv IT with MS Project

☐ Project 2003 ☐ Project 2007 ☐ Project 2010

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to bookings@acorntraining.com.au

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Single attendee: $895

Second and subsequent attendee: $695

For larger groups please for call for a quote

1. Credit Card   (Amex, Diners, Visa, MasterCard)

Name _____ Card No_____

Expiry date _____

2. Invoice

Signed off by _____ Name_____

Email invoice to: _____

Terms: Payment is due on or before the day of the session.