



## **1) INTRODUCTION TO MICROSOFT PROJECT 2003**

### **WHAT IS PROJECT 2003?**

Project 2003

### **THE PROJECT 2003 ENVIRONMENT**

Using the Main Menu  
Using the Ask a Question Box  
Using Task Panes  
Using the Getting Started Pane  
Using the New Project Pane  
Using the Search Results Pane  
Using the Project Help Pane  
Using Microsoft Project Help  
Accessing the Office Assistant

### **TOOLBARS**

Using Toolbars  
Showing a Toolbar  
Hiding a Toolbar  
Moving a Toolbar  
Using the Standard Toolbar  
Using the Formatting Toolbar  
Using the Project Guide

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## **2) DEFINING THE PROJECT**

### **CREATING A NEW PROJECT**

Starting a New Project

### **OPENING A PROJECT**

Opening a Project

### **USING FILE PROPERTIES**

Utilising File Properties

### **ENTERING START AND FINISH DATES**

Inputting Start and Finish Dates

### **ESTABLISHING A PROJECT CALENDAR**

Setting up a Project Calendar  
Making a New Calendar  
Changing Calendar Options

### **SAVING**

Saving Your Project

### **QUITTING AND CLOSING**

Closing a Project  
Quitting Project 2003

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## **3) TASKS**

### **ENTERING TASKS**

Entering Tasks

### **ENTERING TASK DURATIONS**

Entering Task Durations

### **ENTERING SUBTASKS**

Entering Subtasks  
Creating a Summary Task

### **USING RECURRING TASKS**

Entering Recurring Tasks

### **USING TASK NOTES**

Entering Task Notes

### **ASSIGNING MILESTONES**

Assigning Milestones

### **ENTERING CONSTRAINTS**

Adding Constraints  
Using Deadlines

### **EDITING TASKS**

Editing Tasks

### **DELETING TASKS**

Deleting Tasks

### **MOVING TASKS**

Moving Tasks

### **CREATING DEPENDENCIES**

Establishing Dependencies  
Using Finish-to-Start (FS) Dependencies  
Using Start-to-Finish (SF) Dependencies



Using Start-to-Start (SS) Dependencies  
Using Finish-to-Finish (FF) Dependencies

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## 4) RESOURCES

### CREATING A RESOURCE LIST

Creating Resources

### ENTERING WORKING TIME

Entering Working Time

### ENTERING COSTS

Entering Rates  
Editing Resource Costs

### ENTERING NOTES

Entering Notes

### ASSIGNING RESOURCES TO A TASK

Assigning with the Assign Resources Dialog Box

Using the Resource List Options  
Assigning in the Gantt Table View

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## 5) VIEWS

### INTRODUCTION TO VIEWS

#### USING THE CALENDAR VIEW

Applying the Calendar View

#### USING THE GANTT CHART VIEW

Applying the Gantt Chart View

#### USING THE NETWORK DIAGRAM VIEW

Applying the Network Diagram View

#### USING THE TASK USAGE VIEW

Applying the Task Usage View

#### USING THE TRACKING GANTT VIEW

Applying the Tracking Gantt View

### USING THE RESOURCE GRAPH VIEW

Applying the Resource Graph View

### USING THE RESOURCE SHEET VIEW

Applying the Resource Sheet View

### USING THE RESOURCE USAGE VIEW

Applying the Resource Usage View

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## 6) PRINTING REPORTS

### VIEWING AND PRINTING REPORTS

#### USING PRINT PREVIEW

Understanding Print Preview

#### UNDERSTANDING PAGE SETUP

Using Page Setup

#### UNDERSTANDING THE PRINT DIALOG BOX

Using the Print Dialog Box

#### STARTING THE REPORTS DIALOG BOX

Understanding the Reports Dialog Box

#### UNDERSTANDING THE DIFFERENT TYPES OF REPORTS

Using Overview Reports  
Using Current Activity Reports  
Using Cost Reports  
Using Assignments Reports  
Using Workload Reports  
Using Custom Reports

#### THE PROJECT GUIDE FOR PRINTING WIZARD

Using the Project Guide for Printing Wizard

#### CUSTOMISING REPORTS

Using Customised Reports  
Creating a New Report  
Editing Existing Reports

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