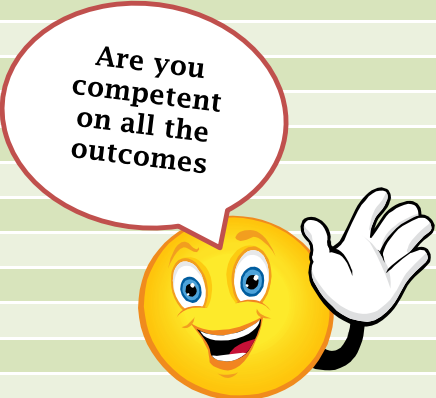


Microsoft Office Projects 2010 Level 1 - 2 - Checklist

Outcomes Achieved	X
Project Management Tools: Page 1 - 15	
Understand the Term Project	
The Main Elements of Managing a Project	
The Advantages of Using a Project Management Application	
Tools and Features of a Project Management Application	
Managing Projects Involves Balancing Work, Time, Resource, and Cost	
Project Creation: Page 17 - 35	
Working with Projects	
The Projects 2010 Window	
Open, Save and Close Projects	
Change between Project View Modes like Gantt Chart, Network Diagram	
Starting a New Project	
Start / Finish Date	
Schedule	
Enter Basic Projects Information	
Project Properties	
Set Up Calendar Options: Base Calendar, Working Time, Nonworking Time	
Tasks: Page 37 - 61	
Create, Modify, Copy, Move and Delete Tasks	
Subtasks and Summary Tasks	
Task Duration Options: Elapsed, Duration, Effort, Estimated	

Outcomes Achieved	X
Split Tasks	
Milestone	
Create, Modify Recurring Tasks	
Scheduling and Relationships: FS - SS - SF - FF	
Lead Time and Lag Time	
Constraints and Deadlines	
Notes, Hyperlinks	
Resource and Costs: Page 63 - 73	
Resources - Create, Modify, Delete	
Assign to tasks	
Costs - Fixed Cost, Variable Cost	
Project Monitoring: Page 74 - 89	
Critical Path	
Monitoring Progress and Rescheduling	
Baseline, Progress Line	
Sort & Filter Tasks	
Reschedule Incomplete Work by changing the Status Date	
Prepare Outputs: Page 91 - 96	
Page Orientation, Paper Size, Margins	
Print, Preview Views	
Print Options	



Student Name and Surname:
Identity Number:
Date:

Signed:
