



Productiv_IT with Microsoft Project 2003

Productiv_IT with Microsoft Project 2007

Productiv_IT with Microsoft Project 2010

Two Day Computer Lab workshop

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 beginners. This course 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.

You'll learn lots, improve your skills and have loads of fun along the way.

Workshop Modules
Key features of the MS Project interface
Using <i>help</i> in MS Project
Creating new project files
Understanding the essentials of project management
Creating tasks in a project file
Entering various durations for tasks in a project
Creating relationships between tasks in a project
Creating a resource pool for a project
Effective use of resource assignment in a project



Assigning resources to tasks in a project
Resolving resource over allocation problems
Assigning materials in a project
Assigning costs in a project
Imposing constraints and deadlines on a project
Monitoring a project and tracking its progress
Printing various aspects of a project

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 Microsoft Project 2003
- Productiv_IT with Microsoft Project 2007
- Productiv_IT with Microsoft Project 2010

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip

Course date:

Time: 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation _____ Branch/Division _____
Address _____

Phone No _____ Fax No _____

Payment Details

Total price \$995 x _____ attendees = \$_____ \$895 early bird price (early bird applies up to three weeks before the date of the workshop).

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 course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.