



# CenterPoint Solution, LLC

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## MICROSOFT® PROJECT® - BEGINNING LEVEL 2007

### *Course Description:*

In this course, you will create and modify a project plan.

### *Who Should Take This Course:*

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

### *Achieved Results:*

You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

### *Course Outline:*

- Explore the Microsoft® Project® environment and the various views in which you can survey a project file
- Create a new project plan
- Manage tasks by organizing them and setting task relationships
- Manage resources for a project
- Finalize the project plan