



PROJECT INTERMEDIATE

SYLLABUS



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CYPAD SERVICES LIMITED

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Section 1: File Tasks and Views

Lesson 1.2: Saving your Files

Using File Formats
Using File Properties
Using Auto Save
Setting Save Options

Lesson 1.3: Using Templates

Opening a Template
Creating a Template
Accessing a Custom Template
Using and Saving Template Previews

Lesson 1.4: Viewing your Files

Opening a New Window
Arranging Windows
Splitting a Window

Lesson 1.5: Advanced Views

Using Multiple Views
Viewing Tables
Sorting Information
Using Filters
Using AutoFilter

Section 2: Using Resources

Lesson 2.1: Resource Basics

The Work Units Duration Equation

Creating a Resource List

Assigning Work and Material to a Resource

Using the Resource Information Dialogue Box

Using the Project Guide Task Pane for Resources

Lesson 2.2: Editing Resources

Changing a Resource Calendar

Editing Working Time

Grouping Resources

Removing a Resource

Lesson 2.3: Resources and Tasks

Assigning a Resource to a Task (Gantt View)

Assigning a Resource to a Task (Task Information Dialogue)

Using Task Usage View to Modify Resources

Using the Assign Resources Dialogue

Removing or Replacing a Resource

Lesson 2.4: Resource Views

Resource Sheet View

Resource Graph View

Resource Usage View

Lesson 2.5: Resource Conflicts

Determining when Resource Conflicts Exist

Reassigning Resources

Scheduling Overtime

Lesson 2.6: Leveling Resources

Opening the Resource Leveling Dialogue

Leveling Calculations

Leveling Range

Resolving Over Allocations

Section 3: Working with Tasks

Lesson 3.1: Viewing Tasks

Using the Task Usage View
Using the Task Form View
Using the Task Entry View
Using the Task Name Form

Lesson 3.2: Working with Tasks

Task Indicators
Task Calendars
Using Change Highlighting
Using the Task Drivers Pane

Lesson 3.3: Linking Tasks

Link Types
Linking Tasks within a Project
Unlinking Tasks within a Project
Linking Tasks Across Projects
Unlinking Cross-Project Tasks
Using Lag Time and Lead Time

Lesson 3.4: Editing Tasks

Updating Calculation Options
Splitting a Task
Overlapping Tasks
Delaying Tasks
Assigning Variable Units to a Task
Organizing Tasks into Phases

Lesson 3.5: Completing Tasks

Entering Task Completion
Updating Start and Finish Dates
Changing Task Duration
Changing Remaining Work

Lesson 3.6: Working with Variances

Using the Variance Table
Checking for Variances
Work Variances
Cost Variances

Section 4: Creating Reports

Lesson 4.1: Creating Reports

Using the Reports Dialogue Box

Creating a Pre-Defined Report

Creating a Custom Report

Lesson 4.2: Using Other Reports

Using the Copy Picture Feature

Creating a Report with the Project Guide

Creating a Report from a View with the Project Guide