



Formation au logiciel : **Microsoft Project** Contenu technique détaillé de la formation

Moyens pédagogiques : Méthodes démonstratives sous forme de présentation, simulations et exercices pratiques. Chaque point abordé durant la formation fait l'objet de manipulations et d'exercices d'applications. Méthode TTL (teach to learn). Bilan de compétence. Test. Sessions de TPs de réalisations liés aux projets professionnels des stagiaires assistées par le (s) formateur (s). En fin de stage : Aperçu des dernières nouveautés logicielles et évolutions technologiques dans les domaines concernés. Ressources pédagogiques disponibles : plus de 100 000 tutoriaux vidéo accessibles. Salles informatisées équipées en licences logicielles pour l'éducation / connexion web haut débit / accessoires audiovisuels. Sessions en studio d'enregistrement et tournages vidéo en plateau et en extérieur (pour les formations audiovisuelles).

Liste des points techniques étudiés :

MS project microsoft project	Sort Project Details(04:03) T
Setting Up Project 2007	Group Project Details(03:22) T
Intro and Overview (04:28)T	Filtering Project Details(04:05) T
Starting Project (04:04) T	Customize Tables(04:21) T
New Features (05:18)T	Customize Views(03:07) T
Save a Project (02:15)T	Edit Assignment Details Multiple Pay Rates(03:01) T
Import Outlook Tasks (02:33)T	Multiple Availability Dates(01:56) T
Start a New Project	Delay Start of Assignment(03:47) T
Create a New Project (03:41)T	Apply a Work Contour(02:24) Manually Adjust Contour(02:06) T
Entering Tasks (03:58)T	Use Cost Tables(02:40) T
Insert Tasks (02:08)T	Variable Material Rates(02:13) T
Elapsed Duration (02:28)T	Tracking Progress Link Summary Tasks(03:21) T
Set a Milestone (02:49)T	Save a Baseline(02:15) T
Use Summary Tasks (02:44)T	Track as Scheduled(02:57) T
Link Tasks (07:20)T	Entering Completion Percentage(02:31) T
Set Non-Working Time (02:27)T	Using Actuals(02:24) T
Working with Resources	Updating the Baseline(02:10) T
Setting up People (05:43)T	Check Project Duration(01:12) T
Adjusting Availability (04:40)T	Add a Note(01:36) T
Setting up Equipment (03:24)T	Manually Update Actual Work(03:26) T
Setting up Material (02:00)T	Share Project Information Project Summary Reports(03:22) T
Setting up Costs (02:00)T	Critical Tasks Reports(02:42) T
	Create a To Do List(01:40) T
	Create a Picture(02:15) T
	Use Visual Reports(03:30) Export to PowerPoint(03:23) T
	Import Project Information(03:07) T
	Print a Report(02:15)

Entering Pay Rates
(03:12)T

Task Management

Assign Work to a Task(04:09)

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Add Additional Resources(04:33)

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Assign Material(02:43)

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Assign a Calendar to a Task(02:48)

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Lag and Lead Time(02:55)

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Recurring Tasks(03:17)

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Using Constraints(04:24)

T

The Critical Path(03:02)

T

Create a Task Calendar(03:29)

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Delete a Calendar(02:02)

T

Change the Timeline(02:13)

T

Project Duration(03:13)

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Create a Project Plan

Create a Resource Pool(04:45)

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Change Resource Information(03:14)

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Use the Resource Pool(02:34)

T

Viewing Overallocations(05:21)

T

Overallocation Report(02:46)

T

Resolve Overallocations(04:20)

T

Level Resources Automatically(05:37)

T

View Leveling Results(02:17)

T

Assign Fixed Cost(02:37)

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Edit Task Details

Split a Task(03:01)

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Change Task Type(04:22)

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Entering Deadline Dates(02:37)

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Add a Note(04:19)

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Effort Driven Tasks(02:24)

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Print a View(03:33)

T

Insert Drawings(01:26)

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Create a Custom Gantt(03:00)

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Cool Project Tips and Tricks

Printing a Project Calendar(02:28)

T

Change Text Styles(01:55)

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Create Outlook Tasks(05:43)

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Use a Fixed-Cost Resource(03:04)

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Use Graphical Indicators(03:22)

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Insert Task Instructions(02:31)

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Consolidate Projects(02:21)

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Dependencies Between Projects(03:15)

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Save a Workspace(02:08)

T

Customize the Toolbar(02:42)

T

Use the Organizer(03:06)