



www.compvisions.com  
16 Corporate Woods Blvd.  
Albany, NY 12211

# Computer Visions Course Outline

## Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

## Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

## Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

## Project: Level 1

This course presents the skills that students need to get the most out of Microsoft Project. The course covers topics such as setting up a project, scheduling work, managing resources, creating a timeline, managing tasks, working with deadlines and constraints, working with data, creating reports, adding the finishing touches, printing, and sharing.

### Course Outline:

Unit 1: Getting Started

Topic A: Project Management Concepts

Topic B: The Project window

Topic C: Project files

Unit 2: Tasks

Topic A: Creating a task list

Topic B: Modifying a task list

Topic C: The Work Breakdown Structure

Unit 3: Task Scheduling

Topic A: Task links

Topic B: Task relationship

Topic C: Task options

Unit 4: Resource Management

Topic A: The base calendar

Topic B: Resources and calendars

Topic C: Project costs

Unit 5: Views and Tables

Topic A: Working with views

Topic B: Working with tables

Unit 6: Filters, Groups, and Sorting

Topic A: Filters

Topic B: Groups

Topic C: Sorting tasks and resources

Unit 7: Finalizing the Task Plan

Topic A: Finalizing schedules

Topic B: Handling resource conflicts

### Consulting Solutions

Consulting is about trust, service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise. Visit our consulting section for more information.

### Classroom and Computer Rentals

Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation.