

# Course ILT: Microsoft Project 2002: Basic



This ILT Series course teaches students the fundamentals of using Project 2002. This course introduces project management concepts and identifies Project 2002 tools. Students will learn how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. Course activities also cover creating a base calendar, create task calendars, create resource pool, identify resource availability, customize views, and edit task constraints and schedules, and resolve resource conflicts. Students will also use standard filters and AutoFilters to view, group, and sort data lists. This course maps to Microsoft Office Specialist exam objectives. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

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