**GCC, CIS224, Fall, 2017**

**FINAL EXAM SUDY GUIDE**

As a result of taking this course, these are some things you should be able to do.

1. Plan a detailed project, including
   1. Summary Tasks
   2. Detailed tasks with
      1. Durations,
      2. Predecessors
   3. Resources, and
   4. Milestones
2. Create a custom calendar for at least one resource
3. Assign resources to tasks
4. Establish a “must start on” constraint for one of your detail tasks.
5. Create an appropriate view and filter its data.
6. Establish a project baseline schedule.
7. Add actuals (% complete) to some of your tasks to show tracking.
8. Add lag time to a detail task.
9. Add a **WBS** column and a **COST** column to your Gantt View
10. Create a custom view
11. Display the Project statistics
12. Create a report.
13. Export your MS Project to Excel