

Course Outline | Microsoft Project Introduction

1 day(s)

Overview

This course is designed to introduce you to the basic features and functions of Microsoft Project Professional so that you can use it effectively and efficiently in the real-world. This course covers the essential knowledge and skills a project manager needs to create a project plan with MS Project during the planning phase of a project. In other words, if your director assigns you to lead a project, this course will enable you to draft a project plan with MS Project and share it with your director and others for review and approval.

Prerequisites

Learners must be confident using a mouse and keyboard.

Course Outline

Starting a Project

- Project Management 101
- Navigate and Customize the Project Interface
- Add Tasks to a Project
- Add Resources to a Project
- Save a Project

Working with Project Calendars

- Manage Project Time Frames
- Change Working Time

Working with Project resources

- Manage Project Tasks
- Add Summary Tasks and Milestones

Working with Project Resources

- Manage Project Resources
- Allocate and Level Work Resources

Delivering a Project Plan

- Print Project Views
- Share Projects
- Export Projects