

Course Outline | Microsoft Project Introduction

1 day(s)

Microsoft Project is one of the most popular scheduling and project management programs on the market. This course covers the basics of project management and how to set up a simple project, including how to configure the project calendar, tasks, resources, and more.

Please note that this course is intended for the desktop version of the Microsoft Project.

Course Outline

Starting a Project

- Project Management 101
- Navigate and Customize the Microsoft 365 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 Tasks

- 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