MICROSOFT PROJECT – PART 1

1 DAY

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional so that you can use it effectively and efficiently in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project and share it with your supervisor (and others) for review and approval.

COURSE CONTENT

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 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