

Microsoft Project 2013-2019/365

Level 1: Creating Projects

1 Day Course

Training at Your Office



COURSE DESCRIPTION

This course focuses on the core steps needed to set-up any basic project in Microsoft Project. Students learn the basics of traditional project management and how they're implemented in Project, and then create an entire small project from beginning to end. By the end of the course you will know how to plan out a project, print out or otherwise distribute schedules, Gantt charts, calendars, and reports to everyone involved, and track the impact of delays and other changes that happen once the project is underway.

Course Prerequisite: knowledge of basic Windows use, ability to use keyboard and mouse, and familiarity with Project Management concepts.

COURSE TOPICS

Overview of Project Management

- What is Project Management?
- Project Management Process
- What is Project?
- The Project Screen
- Creating a Project
- Saving, Opening and Closing a Project

Getting Started

- Setting Project Information
- Setting Project Properties

Managing Calendars

- Setting the Base Calendar
- Working Time Options
- Defining Non-work days

The Gantt Table/Chart

- Task Mode
- Task Name, Duration, Start & Finish
- Column Widths/Row Heights
- Adding Data, Editing and Using Fill
- Using Task Notes
- Undo
- Project Summary Task
- Outline Numbering

Adding Tasks

- Insert and Add Tasks
- Deleting Tasks
- Change Task Order
- Setting Milestones
- Creating Summary Tasks
- Creating Recurring Tasks
- Setting Task Type and Date
- Constraints

Linking Tasks

- Linking and Unlinking Tasks
- Link Types
- Lead Time & Lag Time
- Splitting Tasks
- Task Linkages and Dependency

Modifying Gantt Table

- Filtering Tasks
- Going to a Task in the Chart
- Adding / Removing Columns
- Field Settings
- Custom Columns and Calculations
- Changing Chart Time Scale

Formatting

- Setting Text Styles
- Changing Bar Styles
- Gridlines
- Layout

Views

- The View Bar
- Changing Views
- Create a Custom Table
- Copy a Table

Page Setup & Printing

- Margins, Orientation, Paper Size
- Headers & Footers
- Legend
- View Options
- Printing



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