



Microsoft Project Level One

This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.

Duration: 2 Days

Audience: New or recent users of Microsoft Project

Prerequisites: PC literate

Course Topics:

- What is Microsoft Project?
- Principles of Project Management
- Screen Layout
- Menus & Toolbars
- Entering Tasks
- Outlining
- Linking
- The Critical Path
- Views
- Creating & Assigning Resources
- Costs
- Project Statistics
- Customising the Gantt Chart
- Filtering
- Project & Resource Working Time
- Customising Project
- Printing a Project
- Reports
- Tracking & Managing a Project
- Interims
- Additional Features

At Course Completion delegates will be able to:

- Understand why Microsoft Project is used
- Create a basic Project
- Create & Assign Resources to a Project
- Customise Project's Calendar
- Print a Report & Project
- Track & Manage a basic Project
- Understand other features available with Project

