

Microsoft Project Level 1

Theory and Practical
1Day



Content Outline

Topics for discussion

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Course Overview

The perfect course for those who are self-taught or have little to no experience with Microsoft project. This is a comprehensive beginners guide to using Microsoft project. Microsoft project can be used by anyone who has sufficient computer skills.



Course Content



Creating the Project Schedule :

- Understand Task Durations
- Define Milestones
- Understand and Create Task Relationships
- Link Dependent Tasks
- Add Tasks to the Timeline
- Identify the Critical Path
- Set Task Constraints and Deadlines
- Add Recurring Tasks
- Add Notes to a Task

Managing Resources in a Project Plan :

- Understand Resource/Types
- Work with Resource Calendars and Availability
- Add Resource Costs
- Assign Resources to Tasks
- Resolve Resource Conflicts

Creating a Project Plan :

- How to Create a New Project Plan
- Assign a Project Calendar
- Add Tasks to a Project Plan
- Edit the Task List
- Define the Activity List
- Create the Work Breakdown Structure
- Create Summary Stages

Course Content



Finishing a Project Plan :

- Shorten a Project Using the Critical
- Path Set a Baseline
- Print a Project Summary Report

Managing Resources in a Project Plan :

- Understand Resource/Types
- Work with Resource Calendars and Availability
- Add Resource Costs
- Assign Resources to Tasks
- Resolve Resource Conflicts



Awarded by

Course Completion Certificate
awarded by Acudemy .

ARE ANY FINANCIAL OPTIONS PROVIDED?

- Further discounts for upfront payment.



Questions or comments?

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