MICROSOFT PROJECT 2013 - LEVEL 1 / INTRO

Course Code: 6683

Learn to create and manage a project schedule using Microsoft® Project 2013.

You will create and manage a project schedule using Microsoft® Project 2013.

What You'll Learn

Upon successful completion of this course, students will be able to:

- Identify the basic features and components of the Microsoft Project environment
- Create a new project plan file and enter project information
- Manage tasks by organizing tasks and setting task relationships
- Manage resources for a project
- Finalize a project plan

Who Needs to Attend

This course is designed for a person who has an understanding of project management concepts, is responsible for creating and modifying project plans, and needs a tool to manage those project plans.

Prerequisites

Students enrolling in this class should have the following:

- A general introductory-level understanding of project management concepts
- Basic end-user skills with any current Windows operating system

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CLASSROOM LIVE	$780 CAD	2 Day

Classroom Live Outline

Overview of Managing with Project

- Understanding Project Management Concepts
- Application and Project Windows
- Creating and Saving Project
- Opening and Closing Projects
- Creating a New Project & Prepare It for Data Entry
- Enter Project Tasks
- Sequence the Tasks
- Define Resources
- Estimate Task Duration and Assign Resources
- Baseline the Project
- Track the Project

Creating a Project Plan

- Project Information
- Creating Task Lists
- Editing Task Lists
- Outlining Task Lists
- Task Dependencies
- Modifying Task Dependencies
- Task Information

Managing Resources and Costs in a Project

- Project Resources
- Resource Assignment Concepts
- Assigning Resources
- Working with Project Calendars

- Working with Resource Calendars
- Working with Task Calendars
- Entering Project Costs

Printing Project Information

- Page Setup Options
- Previewing Views and Reports
- Printing Project Information

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VIRTUAL CLASSROOM LIVE	$780 CAD	2 Day

Virtual Classroom Live Outline

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PRIVATE GROUP TRAINING	2 Day

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