

# MICROSOFT PROJECT 365: PART 1

Course Code: 821483

By the end of this course, users should be comfortable with creating a basic project with tasks, resources, a customized calendar, and customized views.

Project is one of the most popular scheduling and project management programs on the market. This version of Project will look and feel familiar to you if you have used Project 2016 or even Project 2013.

This course is intended to help all novice computer users get up to speed quickly. We will cover the basics of project management and how to set up a simple project, including how to configure the project calendar, tasks, resources, and more.

Most of the features Microsoft incorporated in [Office 2019](#) already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

## What You'll Learn

- Starting a Project
- Working with Project Calendars
- Work with Project Tasks
- Working with Project Resources
- Delivering a Project Plan

## Who Needs to Attend

This course is intended to help all novice computer users get up to speed quickly.

## Prerequisites

This manual assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required. No previous experience with other versions of Microsoft Project is necessary.

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Starting a Project**

- Topic A: Project Management 101
- Topic B: Navigate and Customize the Microsoft 365 Project Interface
- Topic C: Add Tasks to a Project
- Topic D: Add Resources to a Project
- Topic E: Save a Project

### **Lesson 2: Working with Project Calendars**

- Topic A: Manage Project Time Frames
- Topic B: Change Working Time

### **Lesson 3: Working with Project Tasks**

- Topic A: Manage Project Tasks
- Topic B: Add Summary Tasks and Milestones

### **Lesson 4: Working with Project Resources**

- Topic A: Manage Project Resources
- Topic B: Allocate and Level Work Resources

### **Lesson 5: Delivering a Project Plan**

- Topic A: Print Project Views
- Topic B: Share Projects
- Topic C: Export Projects

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VIRTUAL CLASSROOM LIVE

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## Virtual Classroom Live Outline

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### Lesson 5: Delivering a Project Plan

- Topic A: Print Project Views
- Topic B: Share Projects
- Topic C: Export Projects

Feb 11 - 11, 2026 | 9:00 AM - 5:00 PM EST

Apr 27 - 27, 2026 | 9:00 AM - 5:00 PM EDT



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PRIVATE GROUP TRAINING

1 Day

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