DURATION: 2 days

CODE: SOL\PRJ\PRO13

COURSE OBJECTIVE

By the end of this course, participants are able to:

- Introduce users to Microsoft Project 2013
- Start Microsoft Project 2013
- Working with Project Plans
- Creating a Plan
- Working with Resources and Assignments
- Using Calendar in Project
- Working with Deadlines, Milestones, and inspector
- Managing Cost.
- Tracking Progress
- Working with Views
- Printing (Report Project)

WHO SHOULD ATTEND

- A new user or intend to learn Microsoft Office Project 2013

PRE-REQUISITES

- A working knowledge of Personal Computers and Windows

Microsoft Office Project 2013

INTRODUCTION

This course introduces users to Microsoft Project 2013, the project management application from Microsoft. Users will learn the main features of Project to create a task list, schedule the tasks, allocate resources to tasks, and finalize the task plan.

COURSE OUTLINE

About Microsoft Project 2013
- What's new in Ms. Project 2013
- File formats supported Project 2013

Working with Project Plans
- Creating and Opening Project
- Create a New Task
- Saving & Closing Project

Creating a Plan
- How does the Project Start Date?
- Entering Tasks
- Entering Durations
- Outlining Tasks
- Linking Tasks
- Interrupt Work On a Task

Working with Resources and Assignments
- Add Resource to Project
- Assign Resources
- Change Resource Availability
- Level Resource Assignment
- Sort Task, Resources, or Dates
- Group Tasks or Resources
- Create a Custom Filter

Calendar in Project
- Change Working days for the Project Calendar

- Make custom Calendars
- Add Holidays to calendar

Creating an Initial Schedule
- Deadlines.
- Milestones.
- Task Inspector.

Managing Cost
- Overview Cost
- Entering Cost
- View Project Cost Totals

Tracking Progress
- Critical Path
- Baseline
- Update Task

Working with Views
- Timeline View
- Network Diagram View
- Timescale View

Printing
- Print a Project
- Print a Customized
- Project Report & Visual Report

Microsoft Partner
Gold Software Asset Management
Gold Volume Licensing
Gold Midmarket Solution Provider

Microsoft Partner
Silver Learning
Silver Desktop
Silver Data Platform
Silver Portals and Collaboration

Autodesk
Authorised Training Center

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