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## Microsoft Project 2013 – Level 1

### Course Overview

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

### Target Audience

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who 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. Courses that help fulfill this requirement include: Project Management Fundamentals (second edition).
- Basic end-user skills with any current Windows operating system. Courses that help fulfill this requirement include: Microsoft® Windows® XP Professional: Level 1 or Microsoft® Windows® Vista™: Level 1 or Microsoft®: Level 1.

### Duration

1 Day



## Course Outline

### Module 1: Getting started

- Project management concepts
- The project window
- Project files

### Module 2: Tasks

- Creating a task list
- Modifying a task list
- The work breakdown structure

### Module 3: Task scheduling

- Task links
- Task relationships
- Task options

### Module 4: Resource management

- The base calendar
- Resources and calendars
- Project costs

### Module 5: Views and tables

- Working with views
- Working with tables

### Module 6: Filters, groups and sorting

- Filters
- Groups
- Sorting tasks and resources

### Module 7: Finalizing the task plan

- Finalizing schedules
- Handling resource conflicts