

Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

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 delegates who understands project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

Prerequisites

Delegates 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.

Duration

- 1 Day



Course Outline

Module 1: Getting started

- Project management concepts.
- The project windows.
- 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: Finalising the task plan

- Finalising schedules.
- Handling resource conflicts.