Microsoft® Project 2013 Part 1

Duration: 1 Day
Method: Instructor-Led

Course Description

This course is designed to familiarise you with the basic features and functions of Microsoft® Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment. It covers the critical knowledge and skills a project manager needs to create a project plan with Project 2013 during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project 2013 and share it with your supervisor (and others) for review and approval.

Target Audience

This course is intended for:

- Persons responsible for managing projects in a work environment which includes creating and maintaining project plans.

Prerequisites

To attend this course, participants should have:

- Basic project management knowledge and skills.
  - Participants can meet this requirement by completing the following course:
    - *Project Management Fundamentals*
- Basic knowledge and skills for using any current Windows® operating system.
  - Participants can meet this requirement by completing one of the following courses:
    - *Using Microsoft® Windows® 8*
    - *Microsoft® Windows® 8 Transition from Windows® 7*
- Competency in using other Microsoft® Office applications—preferably Office 2013®.

Course Objectives

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

- Create a new project plan.
- Manage time in a project plan.
- Manage tasks in a project plan.
- Manage resources in a project plan.
- Share a project plan.

Course Content

Lesson 1: Starting a Project
- **Topic A:** Project Management 101
- **Topic B:** Navigate and Customize the Project 2013 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

ACTIVITES INCLUDED