MICROSOFT PROJECT
Setup & Using (Introduction)

THE TRAINING HOUSE
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SUITABLE FOR

Delegates who will be using Microsoft Project to manage and run basic and/or complex projects.

AIM OF THE COURSE

To introduce the main features and concepts of Microsoft Project and Project Management software concepts, and provide an opportunity to practice working with these features.

COURSE CONTENT

- An Introduction to Project Management, Terminology and Concepts
- Understanding The Project Screen Layout
- Understanding The Steps Involved in Creating & Working with a Project
- Creating a New Project – Procedures
- Specifying a Start Date or Finish Date for Your Project
- Understanding Effort Driven Scheduling
- Entering & Editing Task Information
- Assigning Task Relationships & Constraints
- Entering & Allocating Resource Information
- Creating & Amending Project Calendars
- Saving & Retrieving Projects
- Altering the Layout of the Project
- The "Views", "Tables" & "Filters"
- The GANTT & PERT/Network Diagram Charts
- Printing Projects
- Entering Planned, Scheduled & Actual Data

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 2 days
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.