



# Introduction to Microsoft Project

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Two-Day Course

Windows

## Course Overview:

This course enables you to use Microsoft Project as an effective tool to manage projects more efficiently. Learn the concepts and skills required to plan, track, and report project information. In this hands-on course you will enter a project plan, analyze the plan and track progress.

## Course Content:

- Overview of Project Management and the use of Microsoft Project as a planning tool
- Entering basic and overall project information: setting project preferences, setting the project calendar to reflect holidays and your corporate workdays
- Entering/organizing summary tasks, subtasks and milestones in a project outline
- Editing task information by cutting, copying, pasting and deleting tasks
- Entering the task duration
- Understanding the difference between task duration and resource work
- Setting task dependencies
- Assigning resources to tasks
- Entering resource and material cost data
- Using views and tables to analyze the critical path, slack time, and project delay schedule and applying this information to shorten the schedule, solve resource conflicts and reduce the project cost
- Creating custom tables to view select data
- Using the Microsoft Project filters to view subsets of project information
- Creating custom filters to display specific tasks/resources for tables and reports
- Using the Gantt Chart Wizard to format your project and then print the project information you want
- Tracking the project progress by saving a baseline plan and entering actual data
- Using the predefined Microsoft Project Reports
- Sharing custom objects created for one project with another