

Desktop application

MICROSOFT PROJECT - BASIC

A 3D wireframe cube graphic, rendered in white lines on a dark background, positioned to the right of the main title.

Course content

The Project Interface

- > Microsoft Office Backstage view
- > The Quick Access Toolbar
- > The Ribbon, Ribbon Tabs
Ribbon Groups
- > Customising the Ribbon
- > Dialog launchers
- > Contextual tabs

General

- > Project views
- > Using combination views
- > Calendar and Schedule options
- > Setting up base calendars

Working with Tasks

- > Entering Task details
- > Setting the work breakdown structure
- > Linking tasks and understanding task dependency options

Working with Resources

- > Setting Baselines
- > Viewing multiple baselines
- > Viewing the Critical Path
- > Using the Timeline View
- > Printing Views and Reports
- > Using Filters
- > Entering Actual Data
- > Tracking Progress

Course objectives

To enable delegates to set up and manage projects using Microsoft Project

Course type

Instructor-led hands on training with all delegates using a computer.

Course duration

One day

Pre-requisites

This course is intended for those who have little or no experience of Microsoft Project.