Microsoft Project 2013: Part 1

Course Duration: 1 day

Overview:

Welcome to Microsoft® Project 2013. This course is designed to familiarize 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.

Target Student:

Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

This course is also for anyone seeking to become a Microsoft Certified Technology Specialist (MCTS) in Microsoft Office Project 2013.

Prerequisites:

To ensure your success in this course, you should have basic project management knowledge and skills. The following course can help you in meeting this requirement: Project Management Fundamentals (Second Edition).

You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 8. The following course can help you meet this requirement: Microsoft® Windows® 8 and Office 2013: Making the Transition.

Finally, you should have competency in using other Microsoft Office applications—preferably Office 2013.

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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