

## Microsoft Project

### General Description

This course covers all aspects of working with Microsoft Project from Creating a simple project to using advanced features including PERT analysis, saving your project as a web page, using WBS code and customising projects. You do not need to have any prior experience to complete this course.

### Course Outline

At the end of the course delegates will be able to confidently create projects, manage resources, assign tasks and use advanced features to customise and enhance their projects. This course is available for Microsoft Office 2003, 2007 and 2010.

### Course Content

- What is Project and why use it?
- Exploring the Project Menus and Toolbars
- Opening, Saving and Closing Project Files
- Scoping the Project and Creating a New Task
- Change the Duration and Type of Task
- Move, Insert and Delete a Milestone
- Create Sub Tasks and Recurring Tasks
- Define Constraints and Task Deadlines
- Create and Manage a Resource List
- Edit Resources by Grouping and Changing Working Time
- Assign a Resource to a Task and use the Resource Graph View
- Determine when Resource Conflicts Exist
- Reassign Resources and Schedule Overtime
- Levelling Calculations and Range
- Create Standard and Custom Reports
- Explore Advanced Views: Network Diagram, Gantt and Tracking Chart
- Customise Project Menus and Toolbars
- Creating and Using Custom Templates
- Using Filters and Auto Filters
- Using Variance, Work and Cost Tables
- Viewing Project Statistics
- Creating Pre-Defined Custom Reports and Customising Projects
- Setting Interface and Security Options
- Using the Tracking Toolbar
- Using the Work Breakdown Structure Code
- Assigning WBS Code to Tasks and Creating Custom WBS Code
- Importing and Exporting Data to Outlook
- Saving your Project as a Web Page
- Analyse your Project using PERT Analysis
- Using the Project Guide to Track Progress
- Working with Multiple Projects and Sharing Resource Pool
- Using Master Projects and Creating Sub Projects

### Training Needs Assessment

Not sure which level you are?  
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### Customised Courses

If you need a course specific to your needs we can design a course for you or your employees. Contact our team and we will put together a course for you or complete our online form with your requirements.

### Investment

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