



# Microsoft Project Introduction

Participants on this Microsoft Project Introduction 1 day course will gain an understanding of the fundamentals of Microsoft Project, including creating a project, entering tasks, durations, constraints, resources and tracking of the project to name a few.

The course assumes no prior knowledge of Project or project management principals, however, people with limited exposure to the software will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Getting Started with Project

- What is Microsoft Project?
- Working with Gantt Charts
- Project's Window, View & Menus
- Project Table Basics
- Getting Help

### Tasks, Durations & Milestones

- Entering Tasks
- Creating Subtasks
- Task Durations
- Creating Milestones

### Using Resources

- What are Resources?
- Creating Resources
- Resource Working Times
- Rates
- Assigning Resources

### Project Setup

- Editing File Properties
- Start and Finish Dates
- Base Calendar Types

### Manipulating Tasks with Constraints

- What are Constraints
- Adding Constraints

### Tracking Projects

- Creating A Baseline
- Using Tracking Views
- Updating Tasks
- Tracking Gantt Chart

### Project Views

- What are Project Views
- Changing Views
- Splitting the Window

### Task Relationships

- Types of Relationships
- Creating & Changing Relationships
- Lags and Leads

### Printing & Reports

- Viewing and Printing Reports
- Using Print Preview
- Using Prebuilt Reports

**“ Instructor's pace was at the right level for training and ensured we understood each learning topic before continuing.**

**Linked back to workplace to ensure we adapted into our daily use and explained each topic clearly.**

N. Morriss