



MS Project Basic Training

With MS Project you can manage your projects professionally and keep a constant overview over various activities. In addition to seeing if someone is working on one or multiple tasks, you can also check if the deadline is being met and whether the costs are still under control. With Gantt charts you can also have a visual overview of your project. There are many views and reports available so as to present your project. One of the advantages of Microsoft Project is its integration in Microsoft Office. With a couple of clicks, you can export your project data to Excel or PowerPoint.

Course Objective: You learn how to organize your Projects with Microsoft Project

Prerequisite: Good Knowledge of other MS Products such as Word or Excel

Length: 2 days

Topics:

- First Steps
 - Creating a task list
 - Setting up resources
 - Assigning resources to tasks
 - Formatting and sharing your plan
 - Tracking progress on tasks
- Fine-Tuning your project
 - Fine-tuning task and resource details
 - Updating the project plan
- Keeping track of the progress
 - Organizing project details
 - Keeping track of the costs
 - Tracking progress on tasks and assignments
 - Viewing and reporting project status
 - Getting your project back on track
- Miscellaneous
 - Applying advanced formatting and printing
 - Customizing project
 - Sharing project information with other programs
 - Consolidating projects and resources