

## Course 656 – Microsoft Project Essentials

Duration: 1 day

### You Will Learn How To

- Schedule work projects by using phases, links and tasks
- Manage critical resources using resource information dialog and tasks assignment
- Create and customize timelines
- Work efficiently with Tasks
- Work with Deadlines and Constraints
- Create reports from scratch
- Highlight critical, slack or late tasks which is important on polishing projects

### Course Benefits

This training course presents the skills that students need to get the most out of Microsoft Project 2013. The course covers topics such as setting up a project, scheduling work, managing resources, creating a timeline, managing tasks, working with deadlines and constraints, working with data, creating reports, adding the finishing touches, printing, and sharing.

### Who Should Attend

This course is intended for those who have Project Management experience or who have project management knowledge at the level of course 650 - Project Management: Skills for Success.

### Course Content

#### The Basics

- Opening Project
- Using the Welcome Project
- Creating a New Project
- Signing In
- Saving a Project
- Opening a Project

#### Setting Up a Project

- Entering Project Information
- Setting Working Time
- Choosing Automatic or Manual Scheduling
- Entering Tasks

#### Scheduling Work

- Organizing Tasks into Phases
- Linking and Unlinking Tasks
- Moving Tasks
- Rescheduling Tasks
- Splitting Tasks
- Deleting Tasks

#### Managing Resources

- Entering Resources
- Using the Resource Information Dialog
- Assigning Resources to Tasks
- Removing and Replacing Resource Assignments

#### Creating a Timeline

- Showing and Hiding the Timeline
- Customizing Timeline Tasks



- Changing the Font for Individual Timeline Items
- Modifying Global Text Styles
- Copying the Timeline

### Managing Tasks

- Creating Recurring Tasks
- Importing Outlook Tasks
- Inactivating Tasks
- Updating Task Completion
- Updating the Project

### Working with Deadlines and Constraints

- Using the Task Information Dialog
- Changing the Task Calendar
- Using Lag and Lead Time
- Creating Milestones
- Setting Deadlines
- Creating Constraints

### Working with Data

- Sorting Data
- Filtering Data
- Highlighting Data
- Grouping Data
- Outlining Data

### Creating Reports

- Creating a Built-In Report
- Creating a Dashboard
- Creating a Report from Scratch
- Creating a Visual Report

### The Finishing Touches

- Viewing the Entire Project
- Checking Your Spelling
- Running the Task Inspector
- Applying a Gantt Chart Style

- Highlighting Critical, Slack, or Late Tasks

### Printing and Sharing Your Project

- Saving a Project as PDF or XPS
- Exporting a Project as an Excel Workbook
- Printing a Project
- E-mailing a Project

### Customizing the Interface

- Collapsing and Expanding the Ribbon
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes

### About ActiveLearning, Inc.

ActiveLearning is the Philippines' leading provider of Information Technology and Project Management education, where thousands of students take courses from Application Development to Project Management to Network Security, and much more. Our courses are taught by expert instructors, and learning is enhanced through a blend of in-depth lectures, workshops, and hands-on exercises.