

Microsoft Project Training – Level 2 Course Contents - Duration: 1 Day

What we will learn:

Microsoft Project Basics

Microsoft Projects Concepts
Using Help

Creating a Project Plan

Create a Project Calendar
Enter Project Information
Exploring the Project Window

Creating Tasks

Creating Task Lists
Recurring Tasks
Inserting Milestones
Moving, Copying and Deleting Tasks
Grouping Tasks
Entering Task Notes
Creating and Editing Task relationships
Displaying the Critical Path
Setting Lead and Lag Times

Managing Date Constraints

Date constraint types
Creating date constraints
Adding Deadlines
Using the constraints table

Managing Resources

Creating resources
Managing resource calendars
Assign resources to tasks
Use the resource graph to identify availability
View and manage resource costs
Managing effort driven tasks

Finalising the Project Plan

Finalising schedules
Saving a baseline
Using Project views

Filtering and Sorting

Working with standard and auto filters to view data
Sorting tasks and resources

Tracking Project Progress

Adding percent complete against tasks
Inserting progress lines