

---

## Mastering Microsoft Project 2013

**Duration: 3 Days    Course Code: M55054**

---

### Overview:

This three-day, instructor-led course is intended for individuals who are interested in expanding their knowledge base and technical skills about Microsoft Project. The course begins with the basic concepts and leads students through all the functions theyâ€™™ need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress. This course will also help students prepare for Microsoft Project 2013 Exam 74-343 Managing Projects with Microsoft Project 2013.

---

### Target Audience:

This course is intended for both novice and experienced project managers, managers, schedulers, and other project stake holders who need to incorporate the discipline of project management with Microsoft Project 2013.

---

### Objectives:

- |  |  |
|--|--|
| ■ <b>After completing this course, students will be able to:</b>                                 | ■ Create Global templates.   |
| ■ Understand the discipline of project management as it applies to using Microsoft Project 2013. | ■ Create formulas and graphical indicators.                            |
| ■ Create a Work Breakdown Structure.   | ■ The steps to record a macro.   |
| ■ Identify Task Types & Relationships.   | ■ Format Output and Print Reports.                                     |
| ■ Define Resources within Project.   | ■ Integrate Multiple Projects.   |
| ■ Make Work Package Estimates.   | ■ Set up a Project with a Calendar, Start date, and scheduling method. |
| ■ Create an Initial Schedule.  | ■ Understand Manually Schedule vs. Auto Schedule.                      |
| ■ Create a Resource Leveled Schedule.  | ■ Manage multiple projects.  |
| ■ Create Projects from templates, Excel files.   | ■ Be able to create a master project list with shared resources.       |
- 

### Further Information:

For More information, or to book your course, please call us on 00 966 92000 9278

[training@globalknowledge.com.sa](mailto:training@globalknowledge.com.sa)

[www.globalknowledge.com/en-sa/](http://www.globalknowledge.com/en-sa/)

Global Knowledge - KSA, 393 Al-Uroubah Road, Al Worood, Riyadh 3140, Saudi Arabia