

Microsoft Project Level 1

Duration: 1 Day **Course Code: MSPRL1**

Overview:

During this course you will create and manage a project schedule using Microsoft Project.

Target Audience:

This course is designed for people who have an understanding of Project Management concepts and who are responsible for creating and modifying project plans, and who need a tool to manage these project plans.

Objectives:

- By actively participating in this course, you will learn about the following:
 - Getting Started and Using Project
 - Set up a Project
 - Work with Tasks, Notes and Milestones
 - Manage Dependencies between Tasks
 - Manipulate Tasks and Constraints
 - Resources
 - Overview of Views and Printing Options
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Prerequisites:

To be successful in this course, you should be familiar with using personal computers and have used a mouse and keyboard. You should have a basic understanding of Project Management concepts and have basic end-user skills with any current Windows Operating System.

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Project 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses; any other Project Management software is *not* suitable for this course. This course will be delivered on Microsoft Project 2016.

This course is not suitable for MAC users.

Follow-on-Courses:

MSPRL2 - Microsoft Project Level 2

MSPRL3 - Microsoft Project Level 3

MSPRL4 - Microsoft Project Level 4

Content:

Getting Started and Using Project	Tasks, Notes and Milestones	Overview of Constraints
Installing the Sample Files	Overview of Tasks?	
		Adding Constraints
Getting Started and Using Project	Entering Tasks	
		Editing Tasks
The Project 2016 Screen	Entering Subtasks	
		Deleting Tasks
The Ribbon	Entering Task Durations	
		Moving Tasks
Closing Microsoft Project	Creating a Summary Task	
Opening an Existing Microsoft Project Document	Recurring Tasks	Resources
		What are Resources
Changing Project Views	Task Notes	
		Learn more about Resource Units
Creating a New Project Based on a Different Template	Milestones	
		Creating a Resource List
	Display Outline Numbers	
Closing the Current Project Document		Working Time
	Create a Custom WBS Code	
Project Help Screen		Rates

Setting up a Project	Create and Assign a Task Calendar	Resource Notes
Setting Up a Project	Add Summary Tasks and Milestones to the Timeline	Assigning Resources
Editing Your Project File Properties		Resolving Resource Overallocations
Inputting Start and Finish Dates	Dependencies	
	What are Dependencies	Overview of Baseline
Selecting a Project Calendar Type	Finish to Start	
Making a New Calendar	Start to Start	Overview of Views ; Split Windows
Applying a Customised Calendar	Finish to Finish	Overview of Microsoft Project Views?
Saving a Project	Start to Finish	Changing Views
Setting Up Currency Within Microsoft Project	Manipulating Tasks and Constraints	Splitting the Window

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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