Microsoft Project 2013 Level 1 (091110) (Project2013-L1)

Modality: Virtual Classroom

Duration: 1 Day

About the course:

This online training program provides the necessary skills and knowledge that the project manager needs to build a project plan during the planning stage of a project with Project 2013. In short, if your manager appoints you to manage a project, this program will allow you to build a project plan through Project 2013 and submit it for review and approval with your manager (or others).

Students may also use this training to study for the MOS - MS Office Specialist certification test for MS Project 2013.

Course Objectives:

· How to handle resources, tasks and time in a project plan

· Creating a new project plan

· Sharing a project plan

· Customization and navigation of Project 2013 interface

Audience:

Candidates attempting this course are liable for managing tasks in a working environment. Which requires the creation and maintenance of project plans.

Prerequisites:

You must have essential project management skills and knowledge to ensure your success in this course. This program will assist you to meet this prerequisite: Fundamentals of Project Management (Second Edition). Applicants should also have sufficient skills and knowledge to use any current Windows OS, preferably Windows 8. The following courses could assist you to fulfill this prerequisite:

· MS Window 8 Transition from MS Window 7

· Use MS Window 8

Course Outline:

Lesson 1: Starting a Project

Topic A: Project Management 101

Topic B: Navigate and Customize the Project 2013 Interface

Topic C: Add Tasks to a Project

Topic D: Add Resources to a Project

Topic E: Save a Project

Lesson 2: Working with Project Calendars

Topic A: Manage Project Time Frames

Topic B: Change Working Time

Lesson 3: Working with Project Tasks

Topic A: Manage Project Tasks

Topic B: Add Summary Tasks and Milestones

Lesson 4: Working with Project Resources

Topic A: Manage Project Resources

Topic B: Allocate and Level Work Resources

Lesson 5: Delivering a Project Plan

Topic A: Print Project Views

Topic B: Share Projects

Topic C: Export Projects

Appendix A: Microsoft Project 2013 Exam 74-343