

Microsoft Project 2013

Modality: On Demand

Duration: 2 Hours

About this course:

Students will explore the UI and the different views in this online training course while discussing the common tasks of MS Project. They must understand how to enter tasks and how to identify and adjust working hours. They will also learn how to work with resource sheets and resources. Eventually, students will explore how to track progress and generate reports.

The IT Project Manager can make an average annual salary of \$94,483

Course Objective:

Once this training is completed, applicants will have practical knowledge of:

- Understanding to work with Gantt Chart view
- Describe how to change views
- How to display and hide tasks
- Knowledge of the user interface
- How to enter information
- Use a dialog box to enter tasks
- Understanding to work with the timeline
- Establish fundamental project information

Audience:

This online training course is designed for:

- Anyone who is new to MS Project
- Project Managers

Prerequisites:

- This online training course requires no prerequisites

Suggested prerequisites courses:

- Project – 2013: Beginner

Course Outline:

Basics

- What you'll learn in this training
- Understanding the user interface
- Using the ribbon
- Working with the timeline
- Working with the Gantt Chart view
- Entering information
- Changing views
- Understanding compatibility with other versions of Project
- Using help

Creating a Project

- Creating a new project
- Using a template to create a new project
- Entering a project start date
- Establishing basic project information
- Defining general working times
- Changing the working times
- Entering tasks

- Entering tasks using a dialog box
- Using save and save as

Working with Tasks

- Adding subtasks
- Moving tasks
- Copying tasks
- Using the fill handle to copy tasks
- Displaying and hiding tasks
- Creating a recurring task
- Importing tasks
- Assigning task duration
- Creating milestones
- Establishing constraints and deadline dates
- Creating dependencies
- Deleting dependencies
- Entering task notes
- Using the task information dialog box
- Using the task details form
- Deleting a task

Resources

- Creating resources using the resource sheet
- Importing resources from Outlook
- Entering resource rates
- Entering cost per use
- Adding notes to a resource
- Defining general working times for a resource
- Changing the working times for a resource
- Assigning resources to tasks
- Replacing a resource
- Removing a resource

Views

- Using calendar view
- Using network diagram view
- Using task usage view
- Using tracking Gantt view
- Using resource graph view

- Using resource usage view
- Changing the table and details area of a view
- Creating a combination view

Tracking Progress

- Setting a baseline
- Modifying and setting additional baselines
- Clearing a baseline
- Viewing progress
- Setting actual start and finish dates
- Updating tasks
- Setting the percent complete

Reports, Page Setup, and Printing

- Creating text reports
- Creating visual report
- Using page setup
- Adding headers and footers
- Setting a legend
- Using print preview
- Printing