

Microsoft Project 2013 (Basic)

Course Overview

Modules:	3
Learning Hours:	2:10
Contents:	Interactive
Supplements:	None
Type:	Self-Paced

Course Details:

Description:

Microsoft Project (MS-Project) is project management software offered by Microsoft to assist a project manager in planning, defining tasks, assigning resources, tracking progress, managing the budget, and analyzing workloads.

MS-Project creates budgets based on assignment work and resource rates. Resource definitions (people, equipment and materials) can be shared between projects using a shared resource pool.

Each resource can be assigned to multiple tasks in multiple plans and each task can be assigned multiple resources, and the application schedules task work based on the resource availability as defined in the resource calendars.

This course gives an excellent introduction on how to use MS-Project to create and monitor a project. It starts with the overall set up of Microsoft Project and then provides basics of creating a project plan, types of scheduling, milestones, notes as well as assigning resources to tasks.

This is just an introductory course and provides basic information on Microsoft Project 2013.

The topics covered in this course are also covered in Microsoft Project 2013 (Advanced) course.

What You Get:

This self-paced course consist of 16 modules which includes -

- ✓ Courseware by experienced mentor
- ✓ 3 modules outlining the features of MS-Project
- ✓ Audio for clear explanation
- ✓ Self-paced Format
- ✓ Examples demonstrating the detailed steps

Topics Covered:

- Introduction to Project 2013
 - Walkthrough and Backstage
 - Tabs, Ribbons & Commands
 - Views
 - Reports
- Task Basics
 - Creating a New Project Plan and Calendar
 - Types of Scheduling - Entering Tasks & Duration
 - Milestones, Phases & Summary Tasks
 - Task Linking
 - Notes & Hyperlinks
- Task Resource Assignments
 - Assigning Work Resources