



Basic Microsoft Project Training Course, Tutorial Class content:

Session 1. Introducing Project Planning and Scheduling; Starting Microsoft Project.

- Introducing/starting Microsoft Project; using the backstage view to open and save Project files.
- Working with commands on different tabs of the ribbon interface
- Use different views to see Project information presented in different ways.

Session 2. Project Task Entry and Linking.

- Starting MS Project and saving a new project plan; entering task names and task duration.
- Creating a milestone to track an important event; forming tasks into phases.
- Various task relationships; linking tasks to create the relationship.
- Manual and automatic task scheduling; project plan; creating nonworking days.
- Checking the project plan's overall duration; entering task details in notes & hyperlink
- Working on Microsoft Project exercise files.

Session3. Project Work, Cost and Material Resources; assigning resources to tasks.

- Setting up basic resource info for the people who work on projects.
- Adjusting the maximum capacity of a resource to do work.
- Setting up cost info for work resources; changing a resource's availability for work.
- Entering cost resource info for financial tracking and additional info about a resource in a note.
- Assigning work resources to tasks.
- Controlling how Project schedules additional resource assignments.
- Assign cost resources to tasks; working on Microsoft Project exercise files.

Session4. Working with Gantt chart, Timeline and Print views & formatting.

- Customizing a Gantt Chart and Timeline views.
- Drawing on the chart portion of a Gantt Chart view.
- Copying snapshots of the Timeline and Gantt chart views to another application.
- Printing views; Editing and printing reports; working on Microsoft Project exercise files.

Session 5. Project Tracking and Reporting.

- Saving current values in a schedule as a baseline.
- Entering progress on tasks over a specific date.
- Entering the percentage of completion for a task
- Entering actual work and duration values for tasks.
- Working on Microsoft Project exercise files.