



Microsoft Project Introduction

- Identify the role of Microsoft Project software
- Explore and navigate Microsoft Project
- Change elements of the Gantt Chart view
- Set default fonts and colours
- Create Project Calendars to reflect working hours and non-working days
- Set up a new project with tasks and set durations
- Create Summary tasks (Outlining)
- Compare the Task Dependency Types
- Link and unlink tasks
- Apply task constraints
- Understand and display the Critical Path
- Change the appearance of the Gantt Chart
- Examine various built in Project views
- Move between and use different tables
- Enter Fixed Costs
- Input and Assign Resources
- Identify and resolve Resource over-allocations
- Set the Project Baseline and Track the Project against the plan
- Set up the Gantt chart for printing / PDF
- Examine Project Reports generated
- Create a Template
- Filter and export project information

Our 1-day intensive Microsoft Project course is entirely 'hands on' and you will gain a good understanding of how to create and manage projects. Originally a 2-day course which we have consolidated into a day ensuring you gain the most from this software without taking too long away from the office! You will learn to generate a new project, break down tasks into phases, apply task costs and assign resources. You will then track the project against the original plan as well as export and generate reports.

