



Microsoft Project Introduction

Introduction to the Interface

- Identify the role of Microsoft Project software
- Explore and navigate Microsoft Project
- Use shortcuts

Making changes to Default Settings

- Change elements of the Gantt Chart view
- Set default fonts and colours
- Setting Project Calendars to reflect working hours and non-working days

Tasks & Scheduling

- Set up a new project with tasks
- Input various task durations
- Create Summary tasks (Outlining)
- Compare & set Task Dependency Types
- Link and unlink tasks
- Apply task constraints
- Understand Leads & Lags

The Gantt Chart

- Understand and display the Critical Path
- Show Gridlines
- Change the non-working time display
- Understand and adjust timescales
- Change the appearance of the Gantt Chart

Views & Tables

- Examine the Calendar View
- Explore the Outline View
- Work with the Tracking Gantt View
- Move between and use different tables

Project Costs

- Enter Fixed Costs
- Examine the Cost Table

Managing Resources

- Input a Resource List
- Assign Resources to tasks
- Identify Resource over-allocation

Tracking the Project

- Set the Project Baseline
- Track the Project against the plan
- Compare the plan to actual
- Track costs

Reporting, Printing & Exporting

- Set up the project plan for printing
- Export to PDF
- Examine Reports
- Set up a Template (time permitting)

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!

