Microsoft Project Beginners Course



Your learning needs are at the heart of what we do!

By FourSquare Training

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Microsoft Project Beginners Course

Module 1: Getting Started with Microsoft Project

- 1. What is Microsoft Project?
- 2. Starting Microsoft Project
- 3. The Microsoft Project Screen
- 4. Microsoft Project Views

Module 2: Planning a Project: Definitions

- 1. Goals
- 2. Objectives
- 3. Specifications
- 4. Limitations
- 5. Project Definition
- 6. Project Planning
- 7. Completing the Project Plan

Module 3: Planning a Project: Resource Calendar

- 1. Set a Project Start Date
- 2. Working Time / Non-Working Time
- 3. Convert Units to Hours
- 4. Create a Base Calendar
- 5. Recurring Events
- 6. AutoComplete and AutoCorrect

Module 4: Build a Task List in Microsoft Project

- 1. Adding a Task
- 2. Deleting a Task
- 3. Moving a Task

- 4. Copying a Task
- 5. Add a Recurring Task
- 6. Formatting a Task
- 7. Adding a Note to a Task
- 8. Entering Task Durations
- 9. Creating Task Relationships and Dependencies
- 10. Unlinking Tasks
- 11. Lag Time and Lead Time

Module 5: Resources and Resource Management in Microsoft Project

- 1. Resource Pools
- 2. Setting up Work Resources
- 3. Set Work Resources Maximum Capacity
- 4. Edit Work Resources Maximum Capacity
- 5. Set Work Resources Pay Rate
- 6. Edit Working Time
- 7. Setting up Cost Resources
- 8. Setting up Material Resources
- 9. Asigning Fixed/ Variable Material Consumption

Module 6: Assigning Resources to Tasks

- 1. Adding a Work Resource to a Task
- 2. View / Edit Assigned Resources in Task Form View
- 3. Adding Additional Work Resources
- 4. Removing Work Resources
- 5. Effort Driven Scheduling
- 6. Adding a Cost Resource To a Task
- 7. Cost Per Task
- 8. Cost Per Resource

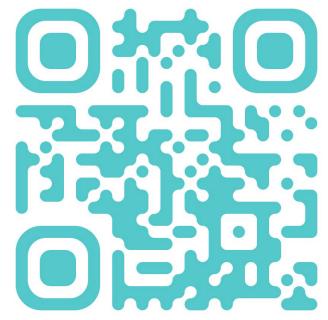
9. Re-scheduling Work Resources

Module 7: Finalising a Project

- 1. Setting a Baseline
- 2. Updating a Baseline
- 3. Advanced Printing
- 4. Reporting



Scan the QR code for more course information:





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