

# Microsoft Project Beginners Course



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



By FourSquare Training



## 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. Assigning 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:**



Print responsibly.