Microsoft® Project 2013: Level 1

Training Course Content

Course Objective: This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment. Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

Prerequisites: To ensure your success in this course, you should have basic project management knowledge and skills. The following course can help you in meeting this requirement: Project Management Fundamentals (Second Edition).

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Starting a Project

Topic 1A: Project Management 101
Topic 1B: Navigate and Customize the Project
       2013 Interface
Topic 1C: Add Tasks to a Project
Topic 1D: Add Resources to a Project
Topic 1E: Save a Project

Lesson 2: Working with Project Calendars

Topic 2A: Manage Project Time Frames
Topic 2B: Change Working Time

Lesson 3: Working with Project Tasks

Topic 3A: Manage Project Tasks
Topic 3B: Add Summary Tasks and Milestones

Lesson 4: Working with Project Resources

Topic 4A: Manage Project Resources
Topic 4B: Allocate and Level Work Resources

Lesson 5: Delivering a Project Plan

Topic 5A: Print Project Views
Topic 5B: Share Projects
Topic 5C: Export Projects