

Course Outline

Project Beginner 2013

Duration: 1 day (6 hours)

Learning Objectives:

This ILT Series course teaches the basic commands and features of Microsoft Project 2013. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

Topics Covered:

- Unit 1: Getting started
 - Topic A: Project management concepts
 - Topic B: The Project window
 - Topic C: Project files
- Unit 2: Tasks
 - Topic A: Creating a task list
 - Topic B: Modifying a task list
 - Topic C: The Work Breakdown Structure
- Unit 3: Task scheduling
 - Topic A: Task links
 - Topic B: Task relationships
 - Topic C: Task options
- Unit 4: Resource management
 - Topic A: The base calendar
 - Topic B: Resources and calendars
 - Topic C: Project costs
- Unit 5: Views and tables
 - Topic A: Working with views
 - Topic B: Working with tables
- Unit 6: Filters, groups, and sorting
 - Topic A: Filters
 - Topic B: Groups
 - Topic C: Sorting tasks and resources
- Unit 7: Finalizing the task plan
 - Topic A: Finalizing schedules
 - Topic B: Handling resource conflicts