CLS | Learning Solutions

Why Learn Microsoft Project?

Learn to use Microsoft Project's flexible and intuitive tools and solutions to help create the project plan, track progress, adjust resources and create dynamic reports.

Make your project more visible, for others to see the status of a project and boost collaboration.

Audience Profile :

- Project Manager
- Project Coordinator

Prerequisites:

- knowledge of Project Management concepts.

Course Overview:

- Microsoft Project is a leading project management software that enables project managers to achieve project outcomes faster and more efficiently.
- In this Microsoft Projec Training course, students will spend time getting comfortable with the Project 2019 or Project 365 user interface, including project views and the ribbon.
- They will also learn to enter, organize, and link tasks, work with resources, create basic reports, and create projects independently.
- The course allows time to practice fundamental basic skills essential for efficient use of this program.
- This Microsoft Project class, will teach you the skills to manage and maintain control of multiple projects more efficiently for your organization.
- You will learn to use its flexible and intuitive tools and solutions to help create the project plan, track progress, adjust resources and create dynamic reports.
- Make your project more visible, for others to see the status of a project and boost collaboration.

Microsoft Project Outline:

- Module 1: Components of a Project
- In this lesson, we will go over the components of a project that are covered in detail in this course and present the sample projects that will be used in this course.
- Lessons
- Components of a Project.
- Demo and Exercise Projects Used in this course.
- Module 2: Getting Around in Microsoft Project
- In this lesson, you will learn to start Project 2019 and you will get familiar with the Ribbon, including tabs, groups, and commands. A solid understanding of how the Ribbon works and being able to navigate to different parts of the Ribbon will get you off to the right start using Microsoft Project 2019.
- Lessons
- Starting Project
- The Ribbon
- The Backstage View
- Tour of the Quick Access Toolbar
- Basic Formatting
- Lab : Exercises
- Understanding the Ribbon
- Open and Save a Project
- Enter Project Information
- Add and Delete Commands from the Quick Access Toolbar
- Module 3: Calendars
- This module explains how to work with calendars.
- Lessons
- Project Start Date
- Creating the Project Calendar
- Connecting a Calendar to a Project
- Formatting the Timeline to Match a Custom Calendar