

# Introduction to Microsoft Project

(2 days)

## Objectives

To gain a good working knowledge of Microsoft Project for windows.

## Who should attend

This course has been designed for people with basic project planning skills, but with little or no knowledge of this package.

## Course Outline

### Day 1

- ? Aims and objectives of course
- ? Overview of Microsoft Project
- ? Features and benefits of MS Project
- ? Critical Path Analysis and MS Project for Windows philosophy
- ? Use of Menus, mouse & function keys
- ? Views - tables and windows
- ? Calendars and tasks
  - ?? *Defining*
  - ?? *Editing*
  - ?? *Deleting*
  - ?? *Inserting*
- ? Project Outlines

### Day 2

- ? Revision of Day 1
- ? Task linking
- ? Resourcing tasks
- ? Printing
- ? Sorting and filtering
- ? Cost tracking
- ? Reporting



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