

### General Description

The aim of this course is to provide the skills and knowledge to use Microsoft Project to set up tasks and resources.

### Prerequisites

This course is designed for participants with little or no knowledge of the software.

### Target Audience

People who need to know how to manage projects using Microsoft Project

**Note:** Participants will need to complete both Levels 1 & 2 to be able to manage a project fully.

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## Learning Outcomes

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- Start Microsoft Project and work with it's key screen features
- Create a new project file
- Understand key project management concepts
- Enter and work with tasks in a project
- Enter and work with durations for tasks
- Enter and work with task relationships
- Create and work with resource pools
- Understand resource assignment concepts
- Assign resources to tasks
- Print information from a project