

General Description

The aim of this course is to increase productivity by providing the skills and knowledge to use Microsoft Project effectively.

Prerequisites

This course is designed for participants who have attended Project Level 1 or who have a basic understanding of the program.

Target Audience

Those who wish to learn how to schedule projects using Microsoft Project. All essential information is covered that is required to create a reasonably complex project schedule.

Learning Outcomes

- Level over-allocated resources in a project
- Enter a wide range of costs in a project
- Assign materials to tasks
- Monitor and track a project
- Work with the predefined reports and create new custom reports
- Set constraints and deadlines in a project
- Work with the various views and create custom views
- Work with the various table and filter techniques
- Use, create and modify project templates