

# Microsoft Project 2013 Introduction

## Duration: 1 Day

At the end of the course, delegates should be able to create a basic project schedule of tasks. This is not a course designed for newcomers to computing.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

### Planning the Project

- Devising a structure

### Setting up the File

- Starting a new project file

### The Project Screen

- Working with views, tables, forms
- Navigating

### The Project Process

- Looking at the best way to set up a project schedule

### Calendars

- Set up non-working time
- Changing the working hours
- Edit the Standard calendar
- Create and assign a base calendar
- Edit resource calendars

### Compiling the Task List

- Automatic and Manual Scheduling
- Entering/editing tasks
- Durations
- Creating milestones
- Inserting recurring tasks;
- Rearranging, inserting and deleting tasks

### Outlining

- Setting up a structure for the tasks

### Task Dependencies

- Linking tasks and task relationships
- Creating delays and overlaps using lags and leads
- Splitting tasks
- Assigning fixed dates to tasks using constraints and deadlines

### Reviewing the Schedule

- Displaying the critical path
- Identifying slack (float) time
- Task Path

### Formatting the Gantt Chart

- Adding gridlines
- Formatting text and Gantt bars

### Notes

- Adding task and project notes

### Printing

- Previewing and printing the schedule
- Adding headers and footers

### Copying to Other Applications

- Copying a picture of the project schedule to a Word document, PowerPoint slide or Outlook email message