

Microsoft Project 365 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, which may be tailored.

Setting up the Project

- Planning the project
- The Project process
- Starting a new project file

The Project Interface and Screen

- Working with views, tables, forms
- Timeline view
- Navigating

Calendars

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

Creating a New Schedule

- Scheduling modes
- Entering tasks in the schedule
- Editing tasks
- Inserting and deleting tasks
- Task duration
- Recurring tasks

Outlining

- Creating summary tasks
- Showing/hiding subtasks
- Work breakdown structure
- Outline numbers
- Project summary task

Task Dependencies

- Linking tasks and task relationships
- Creating delays and overlaps using lags and leads
- Splitting tasks

Task Constraints and Deadlines

- How task constraints work
- Viewing constraints
- Deadlines

Reviewing the Schedule

- Displaying the critical path
- Identifying slack time
- Task path

Formatting the Gantt Chart

- Formatting the table
- Formatting Gantt bars
- Adding gridlines
- Gantt chart styles

Task Notes

- Adding, editing and printing task and project notes

Printing

- Previewing and printing the schedule
- Adding headers and footers

Copying to Other Applications

- Copying the schedule
- Pasting the schedule
- Copying the timeline to Word or PowerPoint
- Creating a PDF file