

Microsoft Project 2013: Part 1

Course Overview

This course provides students with the basic features and functions of Microsoft Project 2013 so that you can use it effectively and efficiently in a real-world project management environment.

<u>Course Introduction</u>	1m
Course Introduction	
<u>Unit 01 - Starting a Project</u>	1h 18m
Topic A: Project Management 101	
Project	
Project Management	
Project Management Processes	
Project Management Processes Map	
Project Management Knowledge Areas	
Triple Constraint	
Sponsors and Stakeholders	
Topic B: Navigate and Customize the Project 2013 Interface	
The Start Screen	
Methods for Creating New Projects	
Project Templates	
Gantt Chart View	
The View Bar	
The Quick Access Toolbar	
The Ribbon	
The Backstage View	
The Timeline	
The Status Bar	
Demo 1-1: Navigating and Customizing the Project 2013 Interface	
Topic C: Add Tasks to a Project	
Project Tasks	
Manually Scheduled vs. Auto Scheduled Tasks	
Task Information Dialog Box	
Task Durations	
Task Links	
Demo 1-2: Adding Tasks to a Project	
Topic D: Add Resources to a Project	
Project Resources	
Resource Sheet View	
Resource Information Dialog Box	
Demo 1-3: Adding a Resource to a Project	
Topic E: Save a Project	
The Save As Screen	
Demo 1-4: Saving Your Project	
Unit 01 Review	

Unit 02 - Working with Project Calendars 27m

Topic A: Manage Project Time Frames

The Project Information Dialog Box

Project Start and Finish Dates

Base Calendars

Demo 2-1: Managing Project Time Frames

Topic B: Change Working Time

The Change Working Time Dialog Box

The Legend

Exceptions

A Full-Day Exception

Demo 2-2: Changing the Working Time for a Project

Working Times Exception Details

Exception Recurrence Pattern

Unit 02 Review

Unit 03 - Working with Project Tasks 58m

Topic A: Manage Project Tasks

Task Information Dialog Box

General Task Information

Predecessors Tab

Dependency Types

Resources Tab

Advanced Tab

Constraint Fields

Task Notes

Demo 3-1: Managing Project Tasks

Topic B: Add Summary Tasks and Milestones

Summary Tasks

A Project Milestone

Demo 3-2: Adding Summary Tasks and Milestones

Unit 03 Review

Unit 04 - Working with Project Resources 36m

Topic A: Manage Project Resources

Resource Information Dialog Box

General Tab

Costs Tab

Notes Tab

Demo 4-1: Managing Project Resources

Topic B: Allocate and Level Work Resources

Team Planner View

Over-allocated Resources

Leveling

The Level Group

Demo 4-2: Leveling Resources

Unit 04 Review

Unit 05 - Delivering a Project Plan 17m

Topic A: Print Project Views

The Print Screen

Demo 5-1: Printing a Project View

Topic B: Share Projects

The Share Screen

Sync with SharePoint

Email a Project

Topic C: Export Projects

The Export Screen

Exporting Options

Demo 5-2: Exporting a Project

Unit 05 Review

Course Closure

Total Duration: 3h 36m