Course information for

Microsoft Project Introduction

A premier Microsoft Project training course from ZandaX

Microsoft Project Introduction

What you'll learn

✓ Introduction to Microsoft Project
   ★ Start Project and create a file. Recognise its Ribbon tabs and options
✓ Creating a Project Plan
   ★ Learn how to add project tasks, set task dependencies and constraints
✓ Adding and Assigning Resources
   ★ Add and Manage a Resource Pool and distribute resources to tasks
✓ Formatting and Printing the Plan
   ★ Understand and use settings different formatting and printing options
✓ Tracking Progress
   ★ Understand and use the tools for tracking project tasks
✓ Appendix & Notes

What does our Project Introduction course cover?

Give Your Projects a Solid Foundation

This super course is for new users of Microsoft Project who want to become productive and learn best practice in a structured way.

It's also recommended for people who have used Project but are having problems because they haven't learned how to use the application properly.

You don't need prior experience with Project, or even project management concepts and terminology, but you should be able to use a PC with the Microsoft Windows operating system.

This Microsoft Project skills training course, like all our courses, has been developed over many years of classroom and online delivery.   Content has been thoroughly researched and is constantly updated so it's always leading edge.   It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?
Just think about this: how much would you benefit if you had better Microsoft project skills?

Course content for Microsoft Project Introduction

## 1 - Introduction to Microsoft Project
» Starting Microsoft Project
» Identify Project Components
» Open, Create and Save a Project
» Getting Help in Project
» Setting Project Options
» Setting Non-Working Time

2 - Creating a Project Plan
» Setting Manual/Auto Scheduling Modes
» Entering Tasks and Durations
» Adding Task Dependencies
» Adding Constraints and Deadlines
» Adding Recurring Tasks
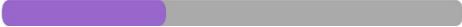
3 - Adding and Assigning Resources
» Create a Pool of Resources
» Adjust Resource Calendars and Costs
» Assign Resources to Tasks

4 - Formatting and Printing the Plan
» Formatting Text & Text Styles
» Formatting the Gantt Chart
» Printing the Gantt Chart
» Running Project Reports

5 - Tracking Progress
» Saving the Baseline
» Updating Tasks
» Displaying Progress Lines and Tracking Filters

6 - Appendix & Notes
» Terms and Definitions
» Goals of Project Management
» Process of Project Management
» The Role of the Project Manager
» Planning Methods

This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are.**

How about realizing your **full potential?**

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on
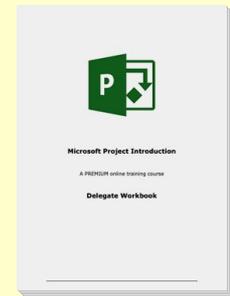
More about the ZandaX Microsoft Project Introduction course

Create a Great Project Plan

Learn the basics of this easy-to-use project management software

Microsoft Project is a powerful application which needs to be set up and run properly. So learning from "ground up" in a structured way is essential.

You start by learning how to use the Project interface and create a simple project plan with tasks, dependencies, constraints and deadlines.

You then move on to adding resources, calendars and costs, and assigning them to tasks. You then learn to format the plan, use a Gantt Chart, and print out the plan to professional standards.

You will now have a solid foundation for understanding Project and using the software to create solid and resilient project plans.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate.   It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maxmize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate.   So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.