

1 Day

Course Overview

Master Microsoft Project in our 1-day beginner course. Discover how to use the software to start projects, manage tasks, calendars, and resources effectively. Ideal for new users, this training enhances your ability to use Microsoft Project for project management in your organisation.

Course information:

Microsoft Project is one of the most popular scheduling and Project management programs on the market. If you know how to use it properly, you can manage your business more effectively.

The Future Savvy 1-day Microsoft Project is aimed at beginners, or those who are somewhat familiar with the software. The instructor-led course covers the basics of Project management and how to set up a simple Project, including how to configure the Project calendar, tasks, resources, and more.

Please note that this course is intended for the desktop version of the Microsoft Project.

What you will learn:

With this beginner Microsoft Project course, you will be able to:

- Start Projects
- Work with Project calendars effectively
- Manage Project tasks and resources
- Deliver a Project plan

By the end of the 1-day instructor-led beginner Microsoft Project introduction course, you'll know how to use Microsoft Project in your organisation and be able to start, manage and share Projects better than ever.

Course Outline

1. Starting a Project

- Project Management 101
- Navigate and Customize the Microsoft 365 Project Interface
- Add Tasks to a Project
- Add Resources to a Project
- Save a Project

2. Working with Project Calendars

- Manage Project Time Frames
- Change Working Time

3. Working with Project Tasks

- Manage Project Tasks
- Add Summary Tasks and Milestones

4. Working with Project Resources

- Manage Project Resources
- Allocate and Level Work Resources

5. Delivering a Project Plan

- Print Project Views
- Share Projects
- Export Projects