



## **Basic Microsoft Project**

### **Objective**

The objective of this course is to enable the trainee to understand how to create simple Gantt Charts with the insertion of tasks and resources. Automatic scheduling will be used and also exercises to demonstrate the different views on a project.

### **Key Content**

- Introduction to terms and key features
- Look and feel of Tabs and Ribbons.
- Guided exercise on simple project plan.
- Building a plan from scratch
  - Tasks, Notes, Durations
  - 4 Link Types
  - Lag and Lead Times
- Project Templates
- Resource Assignment
- Inserting and hiding columns
- Task Types – Duration/Unit/Work Based
- Project Views – Task Usage and Calendar
- Task Drivers, Formatting Bar Styles and Text
- Project Views, Amending a project/rescheduling
- Resource and Fixed costs.
- Updating Progress and Costs