

## Microsoft Project 2013 - Level 1

Course Length: 1-Day (8:30 am – 4:00 pm)

Course Cost: \$350 + GST

### Overview:

Welcome to Microsoft® Project 2013. This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment.

### Target Student:

Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

This course is also for anyone seeking to become a Microsoft Certified Technology Specialist (MCTS) in Microsoft Office Project 2013.

### Lesson 1: Starting a Project

**Topic A:** Project Management 101

**Topic B:** Navigate and Customize the Project 2013 Interface

**Topic C:** Add Tasks to a Project

**Topic D:** Add Resources to a Project

**Topic E:** Save a Project

### Lesson 2: Working with Project Calendars

**Topic A:** Manage Project Time Frames

**Topic B:** Change Working Time

### Lesson 3: Working with Project Tasks

**Topic A:** Manage Project Tasks

**Topic B:** Add Summary Tasks and Milestones

### Lesson 4: Working with Project Resources

**Topic A:** Manage Project Resources

**Topic B:** Allocate and Level Work Resources

### Lesson 5: Delivering a Project Plan

**Topic A:** Print Project Views

**Topic B:** Share Projects

**Topic C:** Export Projects

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