

## MICROSOFT PROJECT 2013 INTRODUCTION TRAINING

**MS Project 2013  
Introduction**



**COURSE LENGTH: 1.0 DAYS**

Microsoft Project 2013 is a project management application. Learn the basic functions of this software by attending the Microsoft Project 2013 Introduction Training Course. The course is designed for beginners and is the first of the Project 2013 training series.

This course covers the following topics: using the interface and timeline, applying filters, project planning, setting project start dates, managing tasks (adding and tracking), resolving scheduling conflicts, using lag time and lead time, assigning deadlines on tasks, creating project reports and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MICROSOFT PROJECT 2013 INTRODUCTION TRAINING COURSE OUTLINE

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### FOREWORD

This course includes skill-building in each of the basic functions of Microsoft Project 2013 such as using the interface, applying filters, project planning, setting project start dates, adding recurring tasks, resolving scheduling conflicts, using lag time and lead time, and setting deadlines on tasks. The training course provides an understanding and practice in performing every basic task that is essential to begin and track projects successfully.

Microsoft Project 2013 Introduction Training Course is the first course in the series of three: Introduction, [Intermediate](#) and [Advanced](#) Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

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### OUTCOMES

**After completing this course, participants will have learned to:**

- ▶ Access the toolbar
  - ▶ Open and view a project
  - ▶ Use the TimeLine feature
  - ▶ Apply filters
  - ▶ View the network diagram
  - ▶ Define a project
  - ▶ Set project properties
  - ▶ Create a new basic calendar
  - ▶ Save a project file
  - ▶ Amend a standard calendar
  - ▶ Enter milestone and summary tasks
  - ▶ Insert, delete and move tasks
  - ▶ Add notes to tasks
  - ▶ Add recurring tasks
  - ▶ Work with task durations and relationships
  - ▶ Set resource availability dates
  - ▶ Assign resources to tasks
  - ▶ Understand resource costs
  - ▶ Baseline a project
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### MODULES

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### Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

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### Lesson 2: Opening and Closing Project

- ▶ Opening Project
- ▶ Understanding the Interface
- ▶ Creating a Blank Project
- ▶ Creating a Project from a Template
- ▶ Opening and Closing Files
- ▶ Closing Project

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### Lesson 3: Your First Project

- ▶ Creating a Basic Project
- ▶ Adding Tasks to Your Project
- ▶ Setting Constraints on Tasks

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### Lesson 4: Adding Tasks

- ▶ Understanding Key Terms
- ▶ Viewing Task Information
- ▶ Sorting and Filtering Tasks
- ▶ Understanding Task Indicators

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### Lesson 5: Advanced Task Operations

- ▶ Splitting Tasks
- ▶ Linking and Unlinking Tasks
- ▶ Creating Summary and Sub Tasks
- ▶ Creating Recurring Tasks

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### Lesson 6: Adding Resources

- ▶ Understanding Resources
- ▶ Adding Resources
- ▶ Viewing Resource Information
- ▶ Assigning Resources to Tasks
- ▶ Leveling Resources

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### Lesson 7: Other Ways to View Project Information

- ▶ The Team Planner
- ▶ Important Task Views
- ▶ Important Resource Views
- ▶ Using the Tools Tabs
- ▶ Formatting the Timescale

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### Lesson 8: Managing Your Project Status

- ▶ Creating a Baseline
- ▶ Updating Tasks
- ▶ Updating the Project
- ▶ About the Project Status Date

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### Lesson 9: Updating and Tracking Your Progress

- ▶ Viewing the Critical Path
- ▶ Using Change Highlighting
- ▶ Using the Task Inspector Pane

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### Lesson 10: Creating Reports

- ▶ Creating Basic Reports
- ▶ Creating a Visual Report
- ▶ Comparing Projects

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### Lesson 11: Adding the Finishing Touches

- ▶ Checking Your Spelling
- ▶ Using the Page Setup Dialog
- ▶ Printing a Project
- ▶ E-mailing a Project
- ▶ Creating a PDF

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)