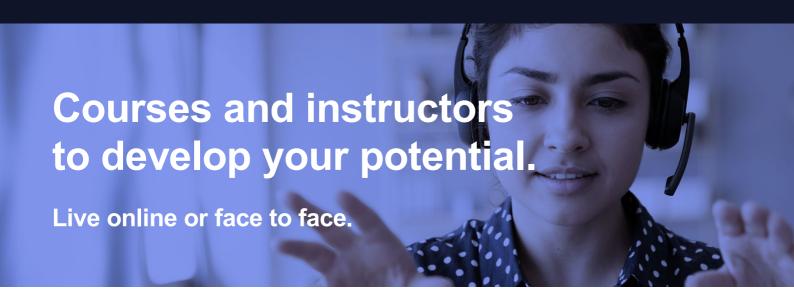
GO.COURSES



Microsoft Project Foundation

In this course, you will create and modify a project plan.

Once the plan is created, you will set a baseline, track project actuals and report against the plan using Microsoft Project.

What will I learn?

LESSON 1

Project Management Concepts - Project management, The project lifecycle, Outlining

LESSON 2

System Overview - Getting started – menus and views, Opening a project file, System options, base calendar

LESSON 3

Creating a New Plan - File properties and project information form, Outlining the plan, Outlining and entering task notes

LESSON 4

Scheduling with Dates - Quick scheduling, Entering task duration, Entering "Date Constraints"

LESSON 5

Planning - Planning Techniques, Networks; Gantt Charts, Critical path analysis

LESSON 6

Scheduling with Dependencies - Entering dependencies, Critical path review, Recurring tasks and split tasks

Key features

- Face to face or Live Online
- Fully certified trainer
- Get key skills and practical knowledge
- This course is available for groups and 1-2-1 live online
- Course materials included
- Recognised course certificate

Interested?

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