

# Project - Level 1

**Category:** Microsoft Office, Microsoft Project

## Getting Started with Project

- The Role of Microsoft Project
- The Microsoft Project Environment
- Display an Existing Project Plan
- The Gantt Chart View
- The Network Diagram/PERT Chart View

## Creating a Project Plan

- How to Create a New Project Plan
- Assign a Project Calendar
- Add Tasks to a Project Plan
- Edit the Task List
- Define the Activity List
- Create the Work Breakdown Structure
- Create Summary Stages

## Creating the Project Schedule

- Understand Task Durations
- Define Milestones
- Understand and Create Task Relationships
- Link Dependent Tasks
- Add Tasks to the Timeline
- Identify the Critical Path
- Set Task Constraints and Deadlines

- Add Recurring Tasks
- Add Notes to a Task

## Managing Resources in a Project Plan

- Understand Resource/Types
- Work with Resource Calendars and Availability
- Add Resource Costs
- Assign Resources to Tasks
- Resolve Resource Conflicts

## Finishing a Project Plan

- Shorten a Project Using the Critical Path
- Set a Baseline
- Print a Project Summary Report

## About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions individuals are able to gain lifelong skills and realise their full potential whilst clients achieve their corporate goals.

## Course Objectives

This introductory course will teach you the essentials of Microsoft Project so that you can plan and manage project schedules. By the end of this course you will have a good working knowledge of the Microsoft Project basics, so that you can work confidently and efficiently to generate a plan, assign resources to tasks, track progress, manage budgets and analyse workloads.

## Course Duration

1 Day

Our course timings are 09:30 - 16:30.

## Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

## Training Locations

Our open classroom courses are held in Merseyside where we have state of the art training facilities. We also provide in-house training solutions at any office location in the UK or Europe. We frequently deliver training in Liverpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead and Aberdeen as well as in European countries such as France, Switzerland, Germany, Sweden, Norway and Ireland.

## Software Versions

We offer training solutions for all versions of Project - 2003, 2007, 2010, 2013 and 2016.

## Related Courses

- Project - Level 2
- Excel - Level 2
- Access Level 1
- Access Level 2

## BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

**T:** +44 (0)151 650 6907

**E:** [enquiries@squareonetraining.com](mailto:enquiries@squareonetraining.com)