



Introduction to **Microsoft® Project**

Overview

This foundation-level course provides a good overview of the basics of using Project, as well as information on planning and tracking a project. Whether you are using Project for the first time, or have been using it for years, this course will help you make the most of Project's key features. Highlights of the course include information on Project's scheduling options, formatting tools, the Timescale view, and improved data management tools (such as sorting, grouping, outlining, and highlighting), plus a complete overview of Project's ribbon-based interface.

Getting Started

To begin, participants will learn the basics of Project: how to open and close it, how to use the new ribbon-based interface, how to plan and create a basic project, how to set up tasks and separate them into phases, how to save and open projects, and how to get help.

Using and Customizing the Project Interface

This section will focus entirely on Project's new interface. Participants will learn how to use the basic elements of the interface, customize the Quick Access toolbar, and customize the ribbon itself.

The Project Tabs

Next, participants will examine each tab in depth. Participants will also learn about contextual tabs.

Creating a Basic Project

Next, participants will learn how to create a basic project in various ways; add tasks to it; set constraints, milestones, and deadlines on those tasks; assign and manage resources; link, unlink, split, and inactivate tasks; and use lag and lead time.

Updating and Polishing Your Project

Participants will learn how to update their project, perform basic editing tasks, format text, and format the Gantt chart.

Printing and Viewing a Project

The final section of this level will teach participants how to arrange windows; sort, filter, highlight, group, and outline data; use the Timescale view; view their project in different ways; and print and export their file.

Skills Taught

- Create a project plan containing tasks.
- Organize these tasks in a work breakdown structure containing task relationships.
- Create and assign resources to the project tasks.
- Add additional details to finalize the project.
- Learn how to implement & track the project plan.