

# Microsoft® Project 2013: Part 1

**Course Number:**

091110

**Course Length:**

1 day

## Course Description

**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.

**Course Objectives:****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.

**Prerequisites:**

To ensure your success in this course, you should have basic project management knowledge and skills. The following course can help you in meeting this requirement: Project Management Fundamentals (Second Edition).

You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 8. The following Logical Operations course can help you meet this requirement: Microsoft® Windows® 8 and Office 2013: Making the Transition.

Finally, you should have competency in using other Microsoft Office applications—preferably Office 2013. You can take any of the Office 2013 course offerings from Logical Operations.

# **Course Content**

## **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