# MICROSOFT PROJECT 2013 INTRODUCTION

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MS Project 2013
Introduction

**COURSE LENGTH: 1.0 DAYS**

Microsoft Project 2013 is a project management application used for managing projects easily and efficiently. The application uses various features to easily collaborate on projects, understand its history and progress in a glance, and create professional reports.

Microsoft Project 2013 Introduction Training Course is designed for beginners where they will develop important skills in planning a project, task entry, resource entry, task linking, and more. After the completion of the course, participants are able to effortlessly conduct all basic tasks to create and track projects.

This hands-on training workshop is available now throughout New Zealand, including Auckland, Wellington and Christchurch, and also via instructor-led online training.

## MICROSOFT PROJECT 2013 INTRODUCTION COURSE OUTLINE

### 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.

### 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

### MODULES

**Lesson 1: Getting Started**
- Housekeeping Items

**Lesson 2: Opening and Closing Project**
- Opening Project

- Workshop Objectives
- The Parking Lot
- Action Plan

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

### Lesson 3: Your First Project
- Creating a Basic Project
- Adding Tasks to Your Project
- Setting Constraints on Tasks

### Lesson 4: Adding Tasks
- Understanding Key Terms
- Viewing Task Information
- Sorting and Filtering Tasks
- Understanding Task Indicators

### Lesson 5: Advanced Task Operations
- Splitting Tasks
- Linking and Unlinking Tasks
- Creating Summary and Sub Tasks
- Creating Recurring Tasks

### Lesson 6: Adding Resources
- Understanding Resources
- Adding Resources
- Viewing Resource Information
- Assigning Resources to Tasks
- Leveling Resources

### Lesson 7: Other Ways to View Project Information
- The Team Planner
- Important Task Views
- Important Resource Views
- Using the Tools Tabs
- Formatting the Timescale

### Lesson 8: Managing Your Project Status
- Creating a Baseline
- Updating Tasks
- Updating the Project
- About the Project Status Date

### Lesson 9: Updating and Tracking Your Progress
- Viewing the Critical Path
- Using Change Highlighting
- Using the Task Inspector Pane

### Lesson 10: Creating Reports
- Creating Basic Reports
- Creating a Visual Report
- Comparing Projects

### Lesson 11: Adding the Finishing Touches
- Checking Your Spelling
- Using the Page Setup Dialog
- Printing a Project
- E-mailing a Project
- Creating a PDF

### 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

- ➢ [In-house Training Instant Quote](#)