



Duration: 2 days

What you will learn:

Assuming a good understanding of Microsoft Windows you will learn to take advantage of all the features listed.

Learning The Basics

- Project Management Basics
- Microsoft Project Basics
- Working with Project Tasks
- Establishing Task Relationships
- Outlining Your Project
- Review and Practice

Working With Resources

- Managing Project Resources
- Changing Working Time
- Scheduling with Resources
- Managing Resource Workloads
- Review and Practice

Viewing The Plan

- Applying Project Filters and Sorting
- Working with Multiple Projects
- Printing Views and Reports

Controlling The Project

- Adjusting Project Costs
- Scheduling Task Constraints
- Tracking Project Progress
- Working with the Critical Path
- Review and Practice

Customising Microsoft Project

- Customising Tables, Views, and Reports
- Customising the Project Environment
- Review and Practice

Swanston IT Ltd

109/3 Swanston Steading
Edinburgh EH10 7DS

Tel: 0131 445 2552

Fax: 0131 445 5720

www.swanstonit.co.uk