

Microsoft Project 2019

Part 1: Get started with Microsoft Project

1. Project, project management, and you

- Practice files

- Meet the Project program

- Meet the Project family

- See the new features in Project 2019

- Review features in earlier versions

- Take a project manager's perspective

- Let's get started!

2. Take a guided tour

- Practice files

- Explore the Project user interface

- Manage files and set options in the Backstage view

- Work with schedule details in views

- Use reports to check a plan's status

- Skills review

- Practice tasks

Part 2: Simple scheduling basics

3. Start a new plan

- Practice files

- Create a new plan and set its start date

- Set nonworking days in the project calendar

- Enter the plan title and other properties

- Skills review

- Practice tasks

4. Build a task list

- Practice files

- Create tasks

- Switch task scheduling from manual to automatic

- Enter task durations and estimates

- Enter milestone tasks

- Create summary tasks to outline the plan

- Link tasks to create dependencies

- Check a plan's duration and finish date
- Document task information
- Skills review
- Practice tasks
- 5. Set up resources
 - Practice files
 - Set up work resources
 - Enter the maximum capacity for work resources
 - Enter work resource pay rates
 - Adjust working time in a resource calendar
 - Set up cost resources
 - Document resources by using notes
 - Skills review
 - Practice tasks
- 6. Assign resources to tasks
 - Practice files
 - Assign work resources to tasks
 - Control work when adding or removing resource assignments
 - Assign cost resources to tasks
 - Check the plan after assigning resources
 - Skills review
 - Practice tasks
- 7. Format and share your plan
 - Practice files
 - Customize a Gantt chart view
 - Add tasks to a Timeline view
 - Customize reports
 - Copy views and reports
 - Print views and reports
 - Skills review
 - Practice tasks
- 8. Track progress: Basic techniques
 - Practice files
 - Understand progress tracking
 - Save a baseline of your plan
 - Track a plan as scheduled

Enter a task's completion percentage

Enter actual values for tasks

Skills review

Practice tasks

Part 3: Advanced scheduling techniques

9. Fine-tune task scheduling

Practice files

See task relationships by using Task Path

Adjust task link relationships

Control task scheduling by using constraints

Interrupt work on a task

Adjust working time for individual tasks

Control task scheduling by using task types

See task schedule details by using the Task Inspector

Skills review

Practice tasks

10. Fine-tune task details

Practice files

Enter deadline dates

Enter fixed costs

Create a recurring task

View the plan's critical path

Schedule summary tasks manually

Skills review

Practice tasks

11. Fine-tune resource and assignment details

Practice files

Change resource availability over multiple date ranges

Work with multiple resource pay rates

Change resource pay rates over different date ranges

Delay the start of assignments

Apply contours to assignments

Create and assign material resources

View resource capacity

Adjust assignments in the Team Planner view (Project Professional only)

Skills review

Practice tasks

Change resource pay rates over different date ranges

12. Fine-tune the Project plan

Practice files

Examine resource allocations over time

Resolve resource overallocations manually

Level overallocated resources

Check the plan's cost and finish date

Inactivate tasks (Project Professional only)

Skills review

Practice tasks

13. Organize plan details

Practice files

Sort plan details

Group plan details

Filter plan details

Create new tables

Create new views

Skills review

Practice tasks

14. Track progress: Detailed techniques

Practice files

Update a baseline

Track actual and remaining work for tasks and assignments

Track timephased actual work for tasks and assignments

Reschedule incomplete work

Skills review

Practice tasks

Reschedule incomplete work

15. View and report project status

Practice files

Examine a plan's variance

Identify tasks that have slipped

Examine task costs

Examine resource costs

Skills review

Practice tasks

Part 4: In-depth and special subjects

16. Format and print views: In-depth techniques

Practice files

Format a Gantt chart view

Format a Timeline view

Format a Network Diagram view

Format a Calendar view

Print and export views

Skills review

Practice tasks

17. Format reports: In-depth techniques

Practice files

Create a custom report

Customize charts in a report

Customize tables in a report

Skills review

Practice tasks

18. Customize Project

Practice files

Share custom elements between plans

Record and run macros

Edit macros

Customize the ribbon and Quick Access Toolbar

Skills review

Practice tasks

19. Share information with other programs

Practice files

Copy Project data to and from other programs

Open files in other formats in Project

Save to other file formats from Project

Generate reports with Excel and Visio

Skills review

Practice tasks

20. Consolidate projects and resources

Practice files

Share a resource pool across multiple plans

Consolidate plans

Create dependencies between plans

Skills review

Practice tasks

21. Use Agile project management with Project

Practice files

Navigate the Agile project management template

Reset the Agile project management template

Create the product backlog

Create the Agile team

Plan a sprint

Record progress from daily scrum meetings

Generate reports for sprint reviews

Sources for more information

Skills review

Practice tasks