Microsoft Project (covering Project Online Desktop Client)

Course outline

Part 1: Get started with Microsoft Project

1: Project, project management, and you

2: Take a guided tour

Part 2: Simple scheduling basics

3: Start a new plan

4: Build a task list

5: Set up resources

6: Assign resources to tasks

7: Format and share your plan

8: Track progress: Basic techniques

Part 3: Advanced scheduling techniques

9: Fine-tune task scheduling

10: Fine-tune task details

11: Fine-tune resource and assignment details

12: Fine-tune the Project plan

13: Organize plan details

14: Track progress: Detailed techniques

15: View and report project status

Part 4: In-depth and special subjects

16: Format and print views: In-depth techniques

17: Format reports: In-depth techniques

18: Customize Project

19: Share information with other programs

20: Consolidate projects and resources

21: Use Agile project management with Project