

Introduction to Microsoft Project 2019: Getting Started

Module 1: Components of a Project

This module explains the components of a project.

Lessons

- Project Components
- Demo and Exercise Projects Use in This Course
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Lab 1: Mapping a Project

- Click here to enter text.

After completing this module, students will be able to:

- Understand the components of a project.
- Understand the demo and exercise case studies used in this course.

Module 2: Getting around Microsoft Project 2019

This module explains how to get around the Microsoft Project 2019 interface.

Lessons

- Starting Project
- The Ribbon
- The Backstage View
- Tour of the Quick Access Toolbar
- Basic Formatting

Lab 1: Exercises in This Lesson

- Understanding the Ribbon
- Open and Save a Project
- Enter Project Information
- Add and Delete Commands from the Quick Access Toolbar

After completing this module, students will be able to:

- Navigate the Microsoft Project interface

Module 3: Calendars

This module explains how to use calendars.

Lessons

- Project Calendar Start Date
- Creating a Project Calendar

Lab 1: Exercises in This Lesson

- Set the Start Date
- Create and Link a Project Calendar

After completing this module, students will be able to:

- work with calendars

Module 4: Working with Tasks

This module explains how to work with tasks in Microsoft Projects.

Lessons

- Creating a Task
- Entering Durations
- Scheduling Tasks
- Milestone Tasks
- Linking Tasks
- Adding Notes to Tasks

Lab 1: Exercises in This Lesson

- Set the Start Date
- Create and Link a Project Calendar

After completing this module, students will be able to:

- work with tasks.

Module 5: Creating and Working with Resources

This module explains how to create and work with resources.

Lessons

- The Resource Sheet
- Assigning Resources to Tasks

Lab 1: Exercises in This Lesson

- Enter Work, Material, and Cost Resources
- Assign Resources to Tasks

After completing this module, students will be able to:

- Create and work with resources.

Module 6: Managing a Project

This module explains how to manage a project.

Lessons

- Viewing a Project
- Reviewing and Making Adjustments to a Project
- Setting a Baseline
- Viewing the Baseline
- Recording Progress
- Reporting on Projects
- Sending Data to Excel

Lab 1: Exercises in This Lesson

- Review the Project
- Set and view a baseline
- Record Progress
- Create a Report
- Send Data to Excel

After completing this module, students will be able to:

- manage a project with Microsoft Project