

## Microsoft Project Professional – Course Contents

### Part 1: Get started with Microsoft Project

#### 1. Project, project management, and you

Practice files

Meet the Project program

Meet the Project family

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  
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Assign cost resources to tasks  
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Skills review  
Practice tasks  
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Skills review  
Practice tasks  
8. Track progress: Basic techniques  
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Practice tasks  
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Skills review  
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Skills review  
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Skills review  
Practice tasks

13. Organize plan details  
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Sort plan details  
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Skills review  
Practice tasks

14. Track progress: Detailed techniques  
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Track timephased actual work for tasks and assignments  
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Skills review  
Practice tasks  
Reschedule incomplete work

15. View and report project status  
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Practice tasks

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