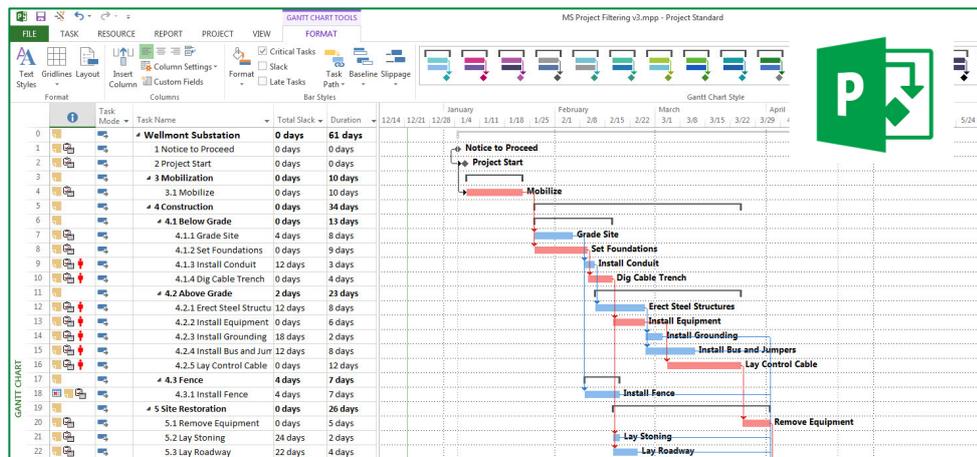# Introduction to Microsoft Project
Training course outline

Microsoft Project is the de facto standard project management tool, providing everything you need to develop plans, assign resources to tasks, track progress, manage budgets and analyse workloads.

Introduction to Microsoft Project training teaches you the key techniques you need to begin using the application in earnest.

Course summary

This introductory-level course provides a thorough grounding in Microsoft Project. Sessions include:

- Entering the task list
- Entering and assigning resources
- Working with reports
- Working with tasks, resources and costs
- Balancing your project
- Updating and checking project progress

Duration

Two days.

Who should attend?

Anybody who needs to use Microsoft Project in their day-to-day work.

In-class or live online

You can attend this course in-person at any of our centres, or participate online from your place of work or home.

To read about our approach to online training, see armada.co.uk/live-online-training.

General information

Courses are hosted by highly experienced trainers who are subject matters experts.

Introduction to Microsoft Project training is arranged on-request, i.e. one-to-one training or a 'closed course' for your group. This means that the training can be:

- Provided when it suits you.
- Adapted to reflect your work.

Whilst attending training at our centres, delegates have the use of a computer running licensed Microsoft Project to practice the techniques taught.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK registered companies and public sector organisations.

If you're self-funding your training, you can pay in staged payments, interest-free, over 12 months.

Course materials and certificate

Delegates receive:

- Comprehensive training course materials.
- An e-certificate confirming successful completion of an *Introduction to Microsoft Project* course.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates to learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with the trainer.

After course support

Following *Introduction to Microsoft Project* training, you're entitled to 30 days' email support from your trainer.

Further information

For further details, see armada.co.uk/course/microsoft-project-training. For a quote and details of our availability, please contact us.

Course syllabus

See over.

Course syllabus

Topics	Sub-topics
The fundamentals	Planning the project
	Understanding project management
	What's new in Project
	Understanding the Project screen
	Using common views
	Using more views
	Creating a new project
	Selecting the project scheduling date
	Selecting the project calendar
	Adjusting working hours
	Adjusting working days
	Creating a new calendar
	Printing a view
	Using help
Entering the task list	Entering tasks
	Estimating task duration
	Entering task duration
	Entering a milestone
	Organizing tasks into phases
	Linking tasks
	Editing task links
	Unlinking tasks
	Creating recurring tasks
	Using the task information dialog box
	Using task notes
	Moving and copying a task
	Inserting and deleting a task
Entering and assigning resources	Entering people resources
	Entering equipment resources
	Entering material resources
	Adjusting individual resource working schedules
	Using resource notes
	Understanding effort driven scheduling
	Assigning resources to tasks
	Assigning additional resources to tasks
	Assigning material resources to tasks
Viewing the project	Using split views
	Sorting information
	Grouping information
	Filtering information
	Using AutoFilters
	Using zoom
Working with reports	Opening a report

Topics	Sub-topics
Working with tasks	Changing task scheduling mode
	Overlapping tasks
	Delaying tasks
	Setting task deadlines
	Setting task constraints
	Splitting tasks
	Understanding task type
	Assigning a task calendar
	Understanding task indicators
Working with resources	Delaying resource start time
	Applying predefined resource contours
	Specifying resource availability dates
	Grouping resources
	Assigning a resource calendar
Working with costs	Entering resource overtime rates
	Specifying pay rates for different dates
	Adding pay rates for a resource
	Applying a different pay rate to an assignment
	Using material resource consumption rates
	Entering task fixed costs
Balancing your project	Scheduling resource overtime
	Identifying resource overallocation
	Balancing resource overallocations manually and automatically
Updating project progress	Saving a baseline plan
	Updating the entire project
	Updating task actual values
	Updating task completion percentage
	Updating actual work and actual costs
Checking project progress	Viewing project statistics
	Viewing project costs
	Viewing the project's critical path
	Checking duration variance
	Checking work variance
	Checking cost variance
	Identifying slipped tasks
	Saving an interim plan
Working with reports	Opening a report
	Adding page elements to a report
	Creating visual reports
Working with multiple projects	Consolidating projects
	Viewing multiple project critical paths
	Viewing consolidated project statistics
	Creating a resource pool