# Microsoft Project 2013 Part 1

## Course Description

The Mircosoft Project Part 1 course is a one-day training designed to cover the basic features and functions of Microsoft Project Professional 2013 so it can be effectively and efficiently in a real-world environment. We'll cover the critical knowledge and skills a project team needs to create a project plan with Project 2013 during the planning phase of the project.

**L'RENEE & ASSOCIATES**

## Course Objectives

Upon successful completion of this Training, participants will be able to create and engage in basic management of a project Microsoft Project Professional 2013. Participants will be able to:

- Create a new project plans and customize project plan templates
- Manage the project schedule
- Manage and link predecessor and successor tasks based on dependencies
- Manage and level project resources
- Report and share project plans

## Course Curriculum

- Starting a Project
- Project Management 101
- Navigate and Customize the Project 2013 Interface
- Add Tasks to a Project
- Add Resources to a Project
- Save a Project
- Working with Project Calendars
- Manage Project Time Frames
- Change Working Time

- Working with Project Tasks
- Manage Project Tasks
- Add Summary Tasks and Milestones
- Working with Project Resources
- Manage Project Resources
- Allocate and Level Work Resources
- Delivering a Project Plan
- Print Project Views
- Share and Export Projects

## Course Marterials

- Microsoft Project 2013 – Workbook and Digital Courseware
- Microsoft Project 2013 – Online Resources
- Microsoft Project 2013 – Data Files

## Investment

$249.00 per participant

Participants that successfully complete the Micrsoft Project 2013 Course will:

- Receive a Microsoft Project 2013 Part 1 Course Certificate

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