



## Microsoft® Project 2013: Part 1

**Course Length:** 1 day

Course Description

### Overview:

Welcome to *Microsoft® Project 2013: Part 1*. This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2013 during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project 2013 and share it with your supervisor (and others) for review and approval.

You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Project 2013.

### Course Objectives:

Upon successful completion of this course, students will be able to create and engage in basic management of a project using Microsoft Project Professional 2013. They will:

- Create a new project plan.
- Manage time in a project plan.
- Manage tasks in a project plan.
- Manage resources in a project plan.
- Share a project plan.

### Target Student:

Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

### Prerequisites:

To ensure your success in this course, you should have basic project management knowledge and skills. The following course can help you in meeting this requirement: Project Management Fundamentals. You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 8. The following course can help you meet this requirement:

- *Using Microsoft® Windows® 8 or 8.1*
- *Microsoft® Windows® 8 Transition from Windows 7*



## Course Content

### **Lesson 1: Starting a Project**

**Topic A:** Project Management 101

**Topic B:** Navigate and Customize the Project 2013 Interface

**Topic C:** Add Tasks to a Project

**Topic D:** Add Resources to a Project

**Topic E:** Save a Project

### **Lesson 2: Working with Project Calendars**

**Topic A:** Manage Project Time Frames

**Topic B:** Change Working Time

### **Lesson 3: Working with Project Tasks**

**Topic A:** Manage Project Tasks

**Topic B:** Add Summary Tasks and Milestones

### **Lesson 4: Working with Project Resources**

**Topic A:** Manage Project Resources

**Topic B:** Allocate and Level Work Resources

### **Lesson 5: Delivering a Project Plan**

**Topic A:** Print Project Views

**Topic B:** Share Projects

**Topic C:** Export Projects

### **Appendix A: Microsoft Project 2013 Exam 74-343**