

Course Name	Microsoft Project 2013 Basic
Course Duration	1 day
Course Structure	Instructor-Led
Course Overview	<p>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.</p> <p>Target Student: Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.</p> <p>This course is also for anyone seeking to become a Microsoft Certified Technology Specialist (MCTS) in Microsoft Office Project 2013.</p> <p>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 (Second Edition)</p>
Course Details	<p>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</p> <p>Lesson 2: Working with Project Calendars Topic A: Manage Project Time Frames Topic B: Change Working Time</p> <p>Lesson 3: Working with Project Tasks Topic A: Manage Project Tasks Topic B: Add Summary Tasks and Milestones</p> <p>Lesson 4: Working with Project Resources Topic A: Manage Project Resources Topic B: Allocate and Level Work Resources</p> <p>Lesson 5: Delivering a Project Plan Topic A: Print Project Views Topic B: Share Projects Topic C: Export Projects</p>