



Microsoft Project 2013 Course Overview

Microsoft Project 2013

Course Duration:

7 Hours / 1 Day

1 Introduction

- The Project Family
- New Features in Project 2013

2 A guided tour of Project

- The Backstage view
- The Ribbon and Tabs
- Views
- Reports

3 Create a new plan

- Create Plan
- Setting non-working days in the project calendar
- Entering the Plan's Title and other properties

4 Building a task list

- Entering Task Name
- Entering task duration
- Entering Milestone task
- Creating Summary task to Outline the plan
- Creating task dependencies with links
- Switching task scheduling from manual to automatic
- Checking the Plan's duration and finish dates
- Documenting task with notes and hyperlinks

5 Advanced Scheduling Techniques

- See task relationships with Task Path
- Adjusting task link relationship

- Setting task Constraints
- Interrupting Work task
- Entering deadline dates

6 Resources

- Setting up Resources
- Setting up Resources
- Entering resources' maximum capacity
- Entering resource pay rate
- Adjusting working time in a resource calendar
- Setting up cost recourses
- Setting up material recourses

7 Assigning resources to tasks

- Assigning work resources to tasks
- The Scheduling Formula
- Controlling work when adding or removing resource assignments
- Assigning cost resources to tasks
- Checking the plan's duration, cost, and work
- Formatting and Sharing your plan

8 Customizing a Gantt chart view

- Customizing a Timeline view
- Customizing Reports
- Copying views and reports
- Printing Views and reports

9 Tracking progress

- Saving a baseline of your plan
- Tracking a plan as scheduled through a specific date
- Entering a task's completion percentage
- Entering a actual vales for task

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