

# Course Outline



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## Microsoft Office Project 2013 Level 1

### Course Description:

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

This course is also for anyone seeking to become a Microsoft Certified Technology Specialist (MCTS) in Microsoft Office Project 2013.

### Pre-requisites:

Delegates should have basic project management knowledge and skills. You should also have basic knowledge and skills for using any current Windows operating system, and you should have competency in using other Microsoft Office applications. (PTR offers all office courses ranging from 2007 - 2013)

### Course Content:

- **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

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- **Working with Project Resources**
- **Delivering a Project Plan**
- Manage Project Resources
- Allocate and Level Work Resources
- Print Project Views
- Share Projects
- Export Projects

**Course Duration:**

**1 Days**

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