



# 55288: Introduction to Microsoft® Project 2019

Duration: 2 Days

Method: Instructor-Led Training (ILT)

## Course Description

In this course, participants will spend time getting comfortable with the Project 2019 or Project 365 user interface, including project views and the ribbon. They will learn to enter, organize, and link tasks, work with resources, create basic reports, and create projects independently. The course also allows time to practise fundamental basic skills essential for efficient use of this program.

## Target Audience

This course is intended for:

- New users of Microsoft Project.

## Prerequisites

To attend this course, candidates must be:

- Familiar with using a personal computer, mouse, and keyboard.
- Experienced in the Windows environment.
- Able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Create and manage simple projects.
- Enter and manage tasks.
- Work with a project calendar.
- Add and manage project resources and work with the resource sheet.
- Create basic reports for your project.



## Course Topics

### Module 1: Components of a Project

- Components of a Project
- Demo and Exercise Projects Used in This Course

### Module 2: Getting Around in Microsoft Project

- Starting Project
- The Ribbon
- The Backstage View
- Tour of the Quick Access Toolbar
- Basic Formatting

### Module 3: Calendars

- Project Start Date
- Creating the Project Calendar
- Connecting a Calendar to a Project
- Formatting the Timeline to Match a Custom Calendar

### Module 4: Working with Tasks

- Creating a Task
- Entering Durations
- Scheduling Tasks
- Milestone Tasks
- Linking Tasks
- Adding Notes to Tasks
- Add a Calendar to a Task

### Module 5: Creating and Working with Resources

- The Resource Sheet
- Assigning Resources to Tasks

### Module 6: Managing a Project

- Viewing a Project
- Reviewing and Making Adjustments to a Project
- Setting a Baseline
- Viewing the Baseline
- Recording Progress
- Reporting on Projects
- Sending Data to Excel

## LABS INCLUDED

