

# Course: Microsoft Project Workshop

Duration: One Day

## Course Contents:

<b>1: Starting a Project</b> Determining tasks Determining durations	<b>5: Analysing the Project</b> Tracking the project Dealing with problems
<b>2: Task Relationships</b> Types of relationship Manipulating relationships	<b>6: Displaying Project Data</b> Different views in Project Sorting and Filtering
<b>3: Outlining</b> Overview tasks and subtasks Project overview task	<b>7: Subprojects and Multiple Projects</b> Working with multiple projects Sharing resources
<b>4: Resources</b> Adding resources Editing resource information Assigning resources to tasks	

**Course Objectives:** Delegates will learn the basics of creating, editing and tracking a project

**Who should attend:** People who require to perform project management tasks.

**Experience Needed:** No prior experience of Project is expected. A working knowledge of the Windows operating system and use of the mouse and keyboard is essential.

**Cost:** The fee for the course is fully inclusive of certificate, student manual, lunch and refreshments throughout the day.

**Support:** Each trainee will receive six months free telephone support after the course. This is available during office hours.