

**Course:****Microsoft Project 2013: Basic**

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**Duration: 1 Day****Description:**

This ILT Series course teaches the basic commands and features of Microsoft Project 2013. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

**Table Of Contents:****Unit 1: Getting started**

Topic A: Project management concepts

Topic B: The Project window

Topic C: Project files

**Unit 2: Tasks**

Topic A: Creating a task list

Topic B: Modifying a task list

Topic C: The Work Breakdown Structure

**Unit 3: Task scheduling**

Topic A: Task links

Topic B: Task relationships

Topic C: Task options

**Unit 4: Resource management**

Topic A: The base calendar

Topic B: Resources and calendars

Topic C: Project costs

**Unit 5: Views and tables**

Topic A: Working with views

Topic B: Working with tables

**Unit 6: Filters, groups, and sorting**

Topic A: Filters

Topic B: Groups

Topic C: Sorting tasks and resources

**Unit 7: Finalizing the task plan**

Topic A: Finalizing schedules

Topic B: Handling resource conflicts

**Course:****Microsoft Project 2013: Advanced**

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**Duration: 1 Day****Description:**

This ILT Series course builds on the concepts and skills taught in Project 2013: Basic. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, share resources, consolidate projects, and customize Project. Students will also learn how to communicate project information by using Project Server 2013, and how to integrate Project data with other Office applications.

**Table Of Contents:****Unit 1: Using templates and importing data**

Topic A: Working with templates

Topic B: Creating projects from other programs

**Unit 2: Managing a project**

Topic A: Setting baselines

Topic B: Updating an active project

Topic C: Monitoring progress

**Unit 3: Analyzing and adjusting the plan**

Topic A: Analyzing the plan

Topic B: Delays and conflicts

Topic C: Team Planner view

**Unit 4: Working with reports**

Topic A: Standard reports

Topic B: Visual reports

**Unit 5: Customizing Project**

Topic A: Custom views

Topic B: Macros

Topic C: Gantt chart formatting

Topic D: Custom fields

**Unit 6: Managing multiple projects**

Topic A: Consolidating and sharing projects

Topic B: Sharing resources among projects

**Unit 7: Exchanging project information**

Topic A: Collaboration

Topic B: Hyperlinks

Topic C: Exporting to Office applications