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- Tutor-led training
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Microsoft Project Essentials

Introduction Microsoft Project is a Windows-based package for creating project schedules, monitoring its progress and reporting on potential conflicts with staff or other resources.

Objectives By the end of the course participants will be able to create and amend project plans based upon the latest available information.

Designed for This course is designed for staff who are in charge of major projects. Participants should have attended our "Introduction to Windows" course or attained a similar level of proficiency.

Duration One day

Topics

- Project Basics
- Tasks and Milestones
- Screen Elements: Table, Chart and Form
- Creating a Schedule
- The Gantt Chart
- Network Diagrams
- Linking Tasks
- Constraints, Lag and Lead Time
- Showing the Critical Path
- Editing a Schedule
- Outlining Techniques
- Summary Tasks
- Applying Resources
- Resource Information
- Reports

Follow-up Microsoft Project Intermediate – 1 day

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