

MICROSOFT PROJECT INTRODUCTION



Corporate IT Course

LEARNING OUTCOMES

- Create professional, high-impact presentations efficiently and effectively.
- Integrate and format text, bullets, charts, tables, and graphics for clear communication.
- Design and insert organisational charts and SmartArt to illustrate concepts visually.
- Apply templates and customise slide masters to maintain a consistent presentation style.
- Run engaging slide shows using transitions, builds, and animation effects for dynamic delivery.

COURSE OVERVIEW

Learn how to plan, manage, and deliver successful projects using Microsoft Project. Designed for new users, this hands-on course covers how to create and customise project plans, schedule and allocate resources, track and analyse progress, and produce clear, professional reports. No prior experience with Microsoft Project is required—just a basic understanding of Windows.

TOPICS COVERED IN THIS COURSE

Introduction to Project

Understand core project management concepts, terminology, and the Project interface, including ribbons, toolbars, and navigation tools. Learn the Project Triangle (time, cost, scope) and how to set up a new project.

Creating Project Calendars

Create and edit calendars, define working hours, non-working days, and holidays, and apply calendars to ensure accurate scheduling.

Entering and Linking Tasks

Add tasks, set durations, create milestones, and use manual vs. automatic scheduling. Link tasks with different dependencies and identify the Critical Path to manage timelines effectively.

Navigating Project Views

Use and customise Gantt Chart, Calendar, Timeline, and Network Diagram views. Adjust timescales, use shortcuts, and manage split views for better project visibility.

Managing Resources and Costs

Enter and categorise work, material, and cost resources. Set rates, manage resource calendars, handle overallocations, and track overall project costs.

Task Constraints & Scheduling

Apply and manage constraints, deadlines, and task calendars. Learn to schedule projects from start or finish dates, handle delays, and differentiate between fixed duration and fixed unit tasks.

Tracking Progress

Set and clear baselines, mark tasks as % complete, and use Tracking Gantt to monitor progress. Manage slippage, rescheduling, and workload levelling.

Reporting & Printing

Generate built-in and custom reports on costs, workload, and activities. Sort, group, and filter data, then use print preview and page setup to produce professional outputs.