



# Project 2013 Level 1 Course Content

Guelph, ON  
N1H 6H1  
Canada

519.830.6901  
[info@rcctraining.ca](mailto:info@rcctraining.ca)  
rcctraining.ca

## Course Objectives:

- Understand the basic purpose and operation of the software, and work with windows, Ribbon tabs and buttons, and views.
- Create a new project and create, edit, and outline a task list, as well as establish dependencies by linking tasks.
- Add and assign resources to a project, work with project calendars, and enter project costs, such as standard, variable, and fixed costs.
- Apply page setup options, create headers and footers, insert page breaks, and preview and print project information.
- Apply task type settings, modify fixed tasks, set task constraints, and define and format the critical path.
- Apply preset and custom contours, edit resource assignments, identify and resolve resource overallocations, and set and modify a baseline.
- Track the progress of a project, update tasks and the schedule, and compare baseline and actual data.
- Sort, filter, and group views; format views and format the Gantt Chart.

*This course is for students who are new to Microsoft Project and need to understand how to use this tool to manage a simple project.*

Course Content:	
<b>Getting Started with MS Project</b>	Understanding Project Management Concepts Creating & Saving Projects; Opening & Closing Projects Changing Views; Moving within a View
<b>Project Creation / Tasks</b>	Project Information Creating / Editing Tasks and Task Lists Setting and Editing Task Dependencies
<b>Project Resources and Costs</b>	Creating & Assigning Resources Working with Project, Resource & Task Calendars Entering Project Costs
<b>Project Scheduling</b>	Task Types & Constraints Identifying the Critical Path Printing Schedule Information
<b>Resolving Resource Conflicts</b>	Applying Preset Contours Editing Resource Allocations & Handling Overallocations Saving the Baseline
<b>Tracking Project Progress</b>	Updating Tasks Comparing Baseline & Actual Document Protection
<b>Sorting, Filtering, Grouping &amp; Formatting</b>	Sorting / Filtering / Formatting Views; Grouping Tasks