



Virtual Classroom

Project The Basics

Virtual Classroom

Set-Up

When setting up our Virtual Classroom, we have striven to offer the same quality of customer experience as attained through our 'face to face' training environment

Take a look at the great feedback on our **About Virtual Classrooms** tab <https://fasttrackcomputertraining.co.uk/about-virtual-classrooms>

The Fast Track Virtual Classroom is currently choosing Microsoft Teams as the main Conference platform. Therefore, before joining the Virtual Classroom you will need to download Microsoft Teams.

Delegate Pre-Requisites

No prior knowledge of Project is required

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

All delegates will receive Training Courseware following the courses in pdf format together with a Course Attendance Certificate

Corporate Courses

Virtual Classroom Corporate courses are available

Target Audience

This course is for new users of Project, or to give existing users a thorough understanding of functionality at a basic level. It will enable the delegate to work with a project plan confidently and efficiently and learn how to add and link tasks, assign resources, add costs, save a baseline and track the progress of a project.

The Content

Project Basics

- * Overview of Microsoft Project
- * The Project environment
- * Working with preset views

Starting a Project

- * Creating a new project
- * Adding project information
- * Changing the defaults

Working with Calendars

- * How to set up a basic calendar
- * Assigning a base calendar to a project
- * Modifying resource calendars
- * Modifying work weeks
- * Detailed calendar options
- * Creating a new base calendar
- * When to use auto or manual scheduling

Defining Tasks

- * Adding and editing tasks
- * Deleting and moving tasks
- * Adding summary tasks & milestones

Task Relationships

- * Linking tasks, change link types
- * Adding lag and lead times
- * How to split tasks
- * Inserting recurring tasks
- * Adding and removing task constraints
- * Adding and removing deadlines
- * Resources types
- * Assigning resources

Resources

- * Adding resources in the resource sheet view
- * Using different resource types
- * Assigning resources to tasks
- * How to avoid over-allocations
- * Working with different resource views
- * Using the Costing Table
- * Adding additional costs to a project

Creating Views and Filters

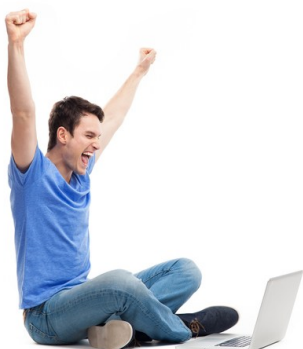
- * The different views
- * Filtering, sorting and grouping data

Formatting

- * Basic formatting
 - ◇ Text formatting
 - ◇ Bar
 - ◇ Bar Styles
 - ◇ Gridlines
 - ◇ Layout
 - ◇ Timescale

Printing Project Data

- * Printing options
- * Standard reports



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Our team will be happy to give you the options and pricing

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