Making Microsoft® Project Work For You

In today's business environment, managing projects effectively has become a key success strategy. The ability to manage projects is one of the most vital business tools you can have in your arsenal.

More people than ever are turning to Microsoft® Project to help them keep projects of all sizes on time, on track and on budget. Whether you're managing people, time or tasks, put the versatility of Microsoft Project to work for you today.

IN THIS 3-DAY TRAINING, YOU WILL LEARN:

The essentials of project management
- The components that make up a project
- The differences among the various versions of Microsoft Project
- Use the ribbon interface and quickly customize it to best fit your needs
- Use the File tab (Backstage) to manage your project files

Planning the project
- Top-down summary tasks to use to start entering information even if you don't know the exact start or end dates
- How to manually enter, reorder and relate or link tasks and organize them into phases
- The types of additional information fields that can be added to your project
- How you can create custom information fields
- How to add documents to your project
- Change the mode between manual and automatic and how it will affect your task schedule

Creating and managing deadlines, constraints and task calendars
- The ins and outs of using deadlines, constraints and task calendars
- How to add and modify deadlines and constraints to your project tasks
- How and why you might want to mark a task as inactive
- How to create and modify task calendars
- The right way to identify critical tasks

Microsoft® Project

IN THIS 3-DAY TRAINING, YOU WILL LEARN (Continued)

Assigning resources—people, equipment and materials
- A quick way to modify the working times for your resources
- How to manually add resources to your project and assign them to tasks
- The right way to enter resource costs for workers, equipment and materials
- What to do when you need to edit or add information for your resources project

Tracking and managing your project
- Different ways to track the progress of each task
- How to accurately use the status date when updating project tasks
- Discover what each status indicator means and how to use them to get a quick view of your overall project status
- How to apply filters to zero in on only those tasks that are necessary to monitor

Views and reports
- How to group, filter and sort data
- An easy way to see more of your project information
- Compare the actual progress of your project against the baseline
- Use the Timeline view to get a concise look at your overall schedule
- How to use the built-in reports and how to quickly create custom reports from your project data
- What a critical path is and how to view your project's path to make sure you're on track

Integrating Project with other Office applications
- Import data from a Microsoft Excel® spreadsheet
- Use the enhanced copy and paste to move content to and from Office applications and keep its formatting, outline levels and column headers
- How to export your project data to a variety of file types including spreadsheets, database tables, text files and more

Working with multiple projects
- Why you might want to break down a large project into a master project with subprojects, and how to accomplish it
- Take advantage of Microsoft Project's backwards compatibility to manage multiple projects
- An easy way to view your subproject statistics without having to sift through the entire project status report
- Quickly view the critical path of multiple projects and make sure they're all on the right track