

Microsoft Project Introduction



Course Details

Course Name Introduction to Microsoft Project

Duration 0.5 Day

Course Code AFBIMPRJ

Assumed Knowledge None

Course Aims

This course will teach you how to use Microsoft Project, project management software, to create, track, and manage project plans. You will learn how to set up and modify project settings, calendars, and resources, enter and organize tasks, durations, dependencies, and milestones, and use the Project interface to view, filter, sort, and print project information. You will also explore some new features and enhancements of Project apply some useful hints, tips, and best practices for project management, and use keyboard shortcuts to perform common actions in Project.

What You Will Learn

On this course you will learn the basics of Microsoft Project, that will help you plan, track, and manage your projects. You will learn how to create and update a project plan, use some new features of Microsoft Project, apply some hints, tips, and best practices, and use some keyboard shortcuts. The course consists of three modules, each covering a different aspect of Microsoft Project.

Skills

- Learn how to create, manage, and track project plans using Microsoft Project, a powerful project management software.
- Gain practical skills in setting up project tasks, dependencies, resources, costs, and deadlines.
- Explore how to monitor project progress, generate reports, and communicate with stakeholders using Microsoft Project.

Target Audience

This course is for beginners who want to learn how to use the project management software to plan, manage, and report on their own projects. The target audience are people who have little or no experience with Microsoft Project, work in a project-based environment, have basic computer and Microsoft Office skills, and have access to the software. The target audience may include project managers, team members, sponsors, stakeholders, business analysts, consultants, engineers, technicians, teachers, trainers, students, and learners.

Course Content

Module 1 – Getting to know Project

Topic A Introduction to Project

Topic B The Project Interface

Module 2 – Exploring Project

Topic A Creating a Project Plan

Topic B Tracking a Project Plan

Module 3 – Making the most of Project

Topic A New Features

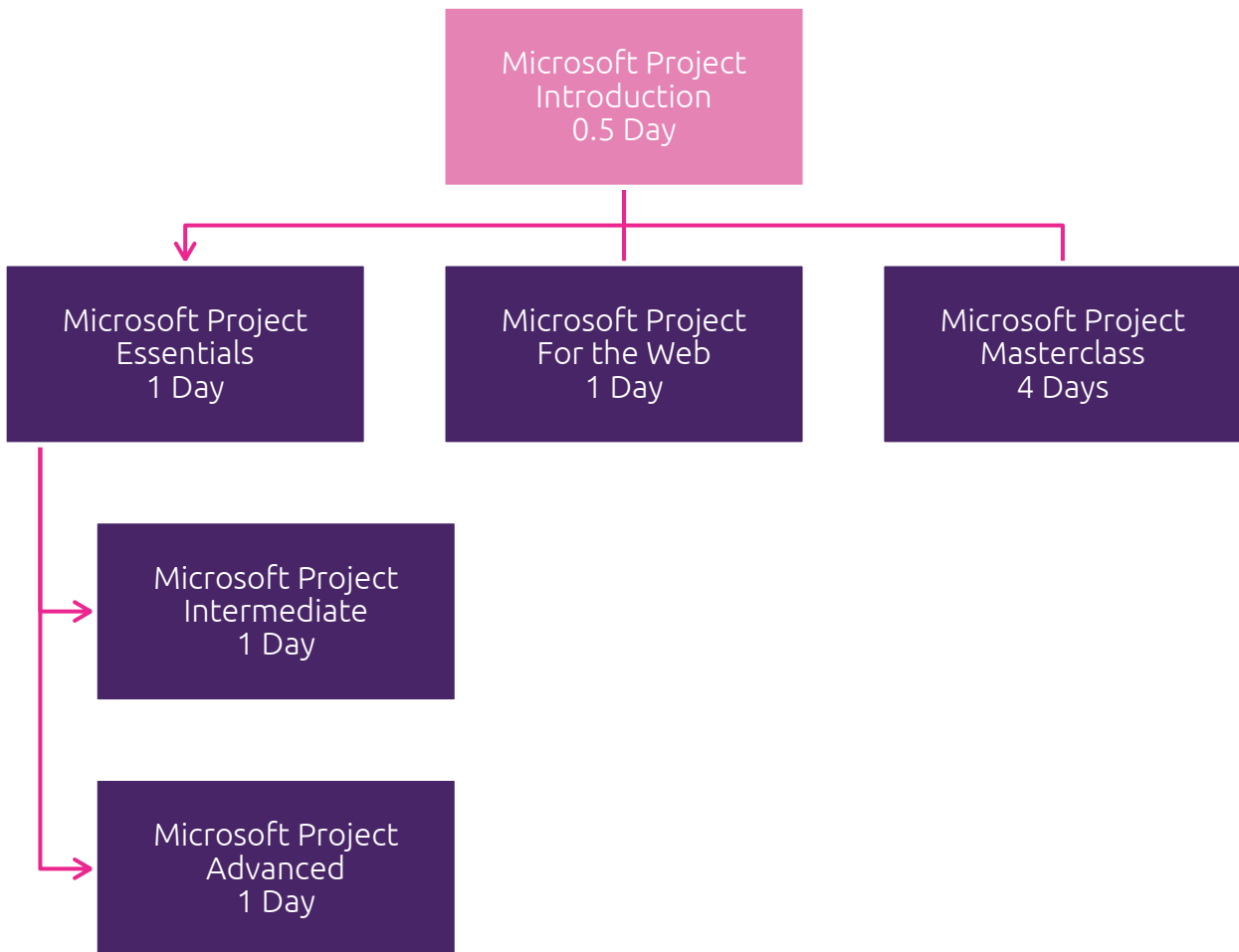
Topic B Hints, Tips & Best Practices

Topic C Keyboard Shortcuts

Course Progression

If you want to help your team succeed and deliver high-quality results using Microsoft Project, this course is for you. In this course, you'll learn how to use Microsoft Project to create and manage your team's projects and tasks, from start to finish. You'll learn how to use the app's tools and features to define your project scope, schedule, budget, and resources, monitor and control your project progress and performance, and communicate and collaborate with your team and stakeholders. You'll learn from our expert instructors who have used Microsoft Project for various scenarios, such as launching a new product, organizing an event, or developing a software application. They'll guide you through the app's functionalities and best practices and help you apply them to your own context and goals. You'll also get to practice your skills in engaging activities and assessments and get feedback and assistance from our instructors and peers.

Whether you're new to Microsoft Project or want to enhance your existing skills, we have a course that matches your level and interests. Our courses are flexible, interactive, and relevant to your situation and industry. Join us today and discover how Microsoft Project can help you manage your team's projects and tasks effectively and efficiently. Here are some of the courses we offer:



About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.







Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	 Certified  Corporation 