

# Project 2013 - Part 1

## Course Overview

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This is a 1-day class

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment. NOTE: This course will earn you 7 PDUs.



## Who Should Attend

Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans. This course is also for anyone seeking to become a Microsoft Certified Technology Specialist (MCTS) in Microsoft Office Project 2013.

## Other Prerequisites

To ensure your success in this course, you should have basic project management knowledge and skills. The following course can help you in meeting this requirement: Project Management Fundamentals. You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 8. The following Logical Operations course can help you meet this requirement: Microsoft® Windows® 8 and Office 2013: Making the Transition. Finally, you should have competency in using other Microsoft Office applications—preferably Office 2013. You can take any of the Office 2013 course offerings from Logical Operations.

## Course Outline

### 1 Starting a Project

- Project Management 101
- Navigate and Customize the Project 2013 Interface
- Add Tasks to a Project
- Add Resources to a Project
- Save a Project

### 2 Working with Project Calendars

- Manage Project Time Frames
- Change Working Time

### 3 Working with Project Tasks

- Manage Project Tasks
- Add Summary Tasks and Milestones

### 4 Working with Project Resources

- Manage Project Resources
- Allocate and Level Work Resources

### 5 Delivering a Project Plan

- Print Project Views
- Share Projects
- Export Projects