

## MS Project (basic) (code: MS-Project-101)

### Overview

The course provides students with knowledge and skills necessary to plan and monitor projects using MS Project. Practical exercises accompany every topic covered during the course.

### Ask for details

Phone +44 203 608 6289  
info@alx.academy

### Duration

2 days

### Agenda

1. Working with tasks.
  - Creating, deleting, splitting tasks.
  - Understanding summary tasks.
  - Understanding tasks types: standard tasks, period tasks, milestones.
  - Browsing tasks: sorting, filtering, grouping.
2. Determining task dependencies.
  - FS, SS, FF.
  - Lag, lead time.
  - Managing typical problems with complicated tasks dependencies.
3. Resources.
  - Defining resources.
  - Understanding resources types: materials, work. Costs.
  - Assigning resources to tasks
  - Understanding dependencies between assigned resources and tasks duration.
  - Dealing with overtime work.
  - Managing typical problems with resource assignment.
  - Managing workloads and availability. Balancing overloads.
  - Pricing tasks based on resource cost.
4. Working with project calendars.
  - Setting work time.
  - Changing project calendar.
  - Linking tasks from multiple calendars.
  - Working with resource calendars.
5. Working with views.
  - Gantt charts: changing task appearance, setting formatting rules, using wizards.
  - Network diagrams: improving readability, changing cells format, moving tasks.
  - Using other views.
  - Printing. Preparing for printing.
  - Printing reports.
6. Managing progress.
  - Working with baseline plans: capabilities and limitations.
  - Working with progress line.
  - Managing current activities, running tasks, lags.
  - Understanding real costs.
  - Using milestones.
  - Working with tasks and resources beyond budget.
7. Customizing program.

- Using toolbars: hiding, showing, adding and removing buttons, creating custom toolbars.
- Useful options settings: tasks duration, assignments, schedulers etc.

## Target audience and prerequisites

This course is intended both for novice and experienced users of Microsoft Project.

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.
- At least basic knowledge of the MS Office Word and Excel.

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## Certificates

Course participants receive completion certificates signed by ALX.

## Locations

- Warsaw (English) – Jasna 14/16A
- Online (English) – your home, office or wherever you want
- any other location (London, UK, EU) on request

## Price

290 EUR

The price includes:

- course materials,
- snacks, coffee, tea and soft drinks,
- course completion certificate,
- one-time consultation with the instructor after course completion.