

## Project 2013: Basic

One day, instructor-led

### Pre-requisites:

Windows XP: Basic, Windows Vista: Basic, Windows 7: Basic, or equivalent experience

### Topics

#### Unit 1: Getting Started

- Project Management Concepts
- The Project Window
- Project Files

#### Unit 2: Tasks

- Creating a Task List
- Modifying a Task List
- The Work Breakdown Structure

#### Unit 3: Task Scheduling

- Task Links
- Task Relationships
- Task Options

#### Unit 4: Resource Management

- The Base Calendar
- Resources and Calendars
- Project Costs

#### Unit 5: Views and Tables

- Working with Views
- Working with Tables

#### Unit 5: Filters, Groups, and Sorting

- Filters
- Groups
- Sorting Tasks and Resources

#### Unit 6: Finalizing the Task Plan

- Finalizing Schedules
- Handling Resource Conflicts

## Project 2013: Advanced

One day, instructor-led

### Prerequisites:

Project 2013: Basic or equivalent experience

### Topics

#### Unit 1: Using Templates and Importing Data

- Working with Templates
- Creating Projects from other Programs

#### Unit 2: Managing a Project

- Setting Baselines
- Updating an Active Project
- Monitoring Progress

#### Unit 3: Analyzing and Adjusting the Plan

- Analyzing the Plan
- Delays and Conflicts
- Team Planner View

#### Unit 4: Working with Reports

- Standard Reports
- Visual Reports

#### Unit 5: Customizing Project

- Custom Views

- Macros
- Gantt Chart Formatting
- Custom Fields

#### Unit 6: Managing Multiple Projects

- Consolidating and Sharing Projects
- Sharing Resources among Projects

#### Unit 7: Exchanging Project Information

- Collaboration
- Hyperlinks
- Exporting to Office Applications

#### Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes