



Computer Teach Pro

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Microsoft Project Level 1 (Basics) Objectives (5 hours recommended training time)

MS Project is software that assists project managers in developing plans, assigning resources to tasks, tracking progress, managing budgets and analyzing workloads. Level 1 will teach you how to create projects, create tasks, set constraints, create the calendar, set the baseline, set an interim plan and set the critical path.

1: GETTING STARTED

- a) Starting Out
- b) Meeting Project
- c) Using Project
- d) Managing Project Files
- e) Getting Help in Project

2: STARTING A PROJECT

- a) Creating a Project
- b) Creating Tasks
- c) Editing Tasks
- d) Setting Constraints

3: SCHEDULING A PROJECT

- a) Creating the Project Calendar
- b) Setting a Project Baseline
- c) Setting an Interim Plan
- d) Setting the Critical Path

4: PRINTING & VIEWING A PROJECT

- a) Basic Editing Tasks
- b) Changing Your View
- c) Using Page Setup
- d) Printing a Project

Classes can be taken at our school in Great Neck, your business or your home.

We can provide training laptops for classes at your location.