



Computer Teach Pro

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Microsoft Project Level 2 (int) 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 2 will teach you how to use templates, save files, use resources, work with tasks and create reports.

1: FILE TASKS AND VEIWS

- a) Using My Computer
- b) Saving Your Files
- c) Using Templates
- d) Viewing Your Files
- e) Advanced Views

2: USING RESOURCES

- a) Resource Basics
- b) Editing Resources
- c) Resources and Tasks
- d) Resource Views
- e) Resource Conflicts
- f) Leveling Resources

3: WORKING WITH TASKS

- a) Viewing Tasks
- b) Working with Tasks
- c) Linking Tasks
- d) Editing Tasks
- e) Completing Tasks
- f) Working with Variances

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.