

# Microsoft Project

Microsoft Project provides individuals with the flexibility to collaboratively plan and track projects and deliver the results that their business demands. It is the single planning tool needed in an organization.

**Microsoft Project** (typically 6 hours of training based upon need)

This workshop will introduce you to the basic commands, functions and capabilities of Microsoft Project. It is designed for computer users who are already familiar with project management, and want to learn how to use project management software. Upon successful completion of this workshop participants will be able to:

- Understand project management and Project
- Create, save, open and close project files
- Create, edit and configure tasks
- Link tasks to determine the project finish or start date
- Create, edit and assign resources
- Assign cost rates, and calculate the cost of resources, tasks and the project
- Create, edit, and configure views, table and filters
- Edit and apply formatting
- Print the plan and reports
- Set, configure and apply progress lines
- Enter actual results and compare against the baseline