

**Module Title : Course PRO13 : Microsoft® Project® 2013 Step By Step**  
**Duration : 3 days**

## Course Overview

Experience learning made quickly teach yourself how to manage the complete project life cycle with Project 2013. With Step by Step, you set the pace and practicing the skills you need, just when you need them!

Discover how to:

- Work with Project 2013 on your PC or touch-enabled device
- Build and fine-tune your project plan
- Schedule tasks and milestones, and assign resources
- Track progress and costs, and manage variances
- Troubleshoot delays and budget overruns
- Customize Gantt chart views, tables, and calendars
- Learn project-management best practices

## Course Outline

Part I: Introduction to Microsoft Project

- Microsoft Project, project management and you
- A guided tour of Project

Part II: Simple Scheduling Basics

- Starting a new plan
- Building a task list
- Setting up resources
- Assigning resources to tasks
- Formatting and sharing your plan
- Tracking progress

Part III: Advanced Scheduling Techniques

- Advanced task scheduling
- Fine-tuning task details
- Fine-tuning resource and assignment details
- Fine-tuning the Project plan
- Organizing project details
- Tracking progress on tasks and assignments
- Viewing and reporting project status
- Getting your project back on track

#### Part IV: In-Depth and Special Subjects

- Applying advanced formatting and printing
- Advanced report formatting
- Customizing Project
- Sharing information with other programs
- Consolidating projects and resources