



# GTech Learn

*"Our focus is your Success"*



## Course Contents

### Level 01 : Working with Microsoft Project Online

<b>Duration:</b> 2 Days (16 hours)	<b>Level:</b> Beginner & Intermediate	<b>Role:</b> MS Project Users
<b>Certification:</b> Not Available	<b>Public Schedules:</b> TBD	<b>Private Delivery:</b> <a href="#">Reach Us</a>

#### What's included?

- ✓ Learn from Microsoft Certified Trainer (MCT's)
- ✓ 24x7 Lab Access
- ✓ Official Courseware
- ✓ Exam Preps / Practice Tests
- ✓ Badges & Completion Certificate
- ✓ Discounted Exam Vouchers



 **Microsoft**  
Solutions Partner

Business Applications

Training Services

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## Overview

In this course, you will learn to create and engage in basic management of a project using Microsoft Project Online.

You will:

- Identify project management concepts and navigate the Project Online
- Create and define a new project plan
- Create and organize tasks
- Manage resources in a project plan
- Finalize a project plan

## Pre-requisites

Students enrolling in this class should have the following:

- A general introductory-level understanding of project management concepts
- End-user skills with the current Windows operating system
- Proficient skills using Microsoft Office products

## Contents

### Getting Started with Microsoft Project

- Understanding Project Management Concepts
- Getting Started
- Application and Project Windows
- Ribbon and Tabs
- Creating and Saving Projects
- Opening and Closing Projects
- Changing the View
- Understanding the Views
- Moving Within a View

### Creating a Project Plan

- Project Information
- Creating Task Lists
- Manual Tasks Scheduling
- Auto Task Scheduling
- Editing Task Lists

- Outlining Task Lists
- Task Dependencies
- Modifying Task Dependencies
- Task Information
- Project Timeline

## **Managing Resources and Costs in a Project**

- Project Resources
- Resource Assignment Concepts
- Assigning Resources
- Working with Project Calendars
- Working with Resource Calendars
- Working with Task Calendars
- Entering Project Costs
- Resource Costing

## **Printing Project Information**

- Page Setup Options
  - Previewing Views and Reports
  - Printing Project Information

## **Changing Scheduling Methods**

- Resource Assignment Concepts
- Task Type Settings
- Changing Task Types
- Task Constraints
- Identifying Factors Affecting Tasks
- Defining the Critical Path
- Formatting the Critical Path

## **Resolving Resource Conflicts**

- Editing Resource Assignments
- Resource Over Allocations
- Locating Resource Over Allocations
- Resolving Resource Over Allocations
- Saving the Baseline

## About GTech Learn

Established in 2011 in the USA, GTech Learn is one of the leading IT training organizations in North America & South East Asia. Driven by its unique USPs, GTech Learn is spurring competition, meeting the unmet needs of customers, assisting in skills upgrade, and supplementing talent pools with its presence in the USA, Canada, Singapore and India. This is consistent with our vision to help our Learners with skills upgrade for enhanced career opportunities.







As a Microsoft Learning Partner, we offer a broad range of learning solutions across the full Microsoft technology stack that can be customized.

Since 2011, GTech Learn has been developing custom-fit learning solutions that involve creating and delivering maximum results.

We have successfully helped all types of businesses, government entities, and individuals. For this reason, GTech has chosen by Microsoft to deliver comprehensive learning programs around the globe.

With flexible learning options, state-of-the-art delivery methods, numerous language preferences, experienced instructors, and complete dedication to our students, GTech Learn has the capabilities to help students develop their Microsoft skill sets and achieve increasingly high standards of productivity while organizations of all sizes realize the full potential of their technology investments.

## Our Accreditations with Microsoft

 Security Training Services	 Modern Work Training Services	 Business Applications Training Services
 Infrastructure Azure Training Services	 Digital & App Innovation Azure Training Services	 Data & AI Azure Training Services