Marketing

Management

Office 365

Excel

Analytics

Copywriting

SharePoint

MS Project Course

A 5 Star Rated course from the
Training experts

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Microsoft Project Course

This is a one day training course that will give you the knowledge and skills you need to master your project management with Microsoft Project.

Introduction

On this Microsoft Project training course you will learn how to enter and track materials. staff resources, and costs, so that you will be able to manage your projects effectively and produce the reports you need.

This course is suitable for MS Project Standard and Professional. It does not cover Free or Cloud-based Project solutions.

See next page for a full course outline.

Who would benefit from this course?

This course is designed for people who are new to MS Project or have little experience in using MS Project.

For more advanced topics please contact us

for a custom course.

Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as private courses at our venues shown below or at your offices anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be to able see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and Online from £590. Please email or call us with your preferred venue, number of delegates and any requests.

5 Star Rated Course

Expert Microsoft Trainer

Practice Led Learning

3 Months Online Support

Detailed Course Notes

Online or Classroom

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google
5.0 ★★★★★

A very personalised service with no question left unanswered. I would highly recommend the courses at M Training."

Imogen Smith
Australian Wines

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Microsoft Project

Course Outline

This course is a private course and can be adapted to your specific requirements but typically covers the following topics:

Introduction to Microsoft Project

- Project terminology
- Uses of baselines and Critical path
- Open / Closing a Project plan
- Menus and Navigation
- Using the Ribbon menu
- Backstage view
- Zoom Slider

Creating a Project

- Setting start dates
- Using project's calendar(s)
- Difference between individual and the project calendar(s)
- Entering Non-working time
- Project properties
- Saving a project

Creating Tasks in a Project File

- Adding manual /auto scheduled tasks
- Entering task durations
- Visual Highlight
- Adding milestones
- Reordering, inserting & deleting tasks
- Creating Summary Tasks
- Task priorities
- Task notes

Creating Relationships between Tasks

- The relationships between tasks
- Linking Tasks
- Modifying task relationships
- Entering lead & lag times
- Split tasks

Deadlines and Constraints

- Understanding deadlines & constraints
- Setting deadline for a project
- Setting constraints for a project

Creating & Managing Resources

- Introducing the types of resources
- Adding resources
- Modifying the resource types
- Assigning resources to tasks

Additional Functions

- Monitor & tracking a project
- Printing
- Creating reports

**Please note this course is only suitable for MS Project Standard or Professional.

To Book Please See The Next Page

Google

5.0 ★★★★★

Great experience, Great tutor at a great central setting close to University of Manchester University. No negative points, would highly recommend."
Richard Allen
University of Manchester

| For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.

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MS Project Course

Why Choose M Training's MS Project Training Course

- Run by an highly experienced Microsoft trainer.
- 5 Star Rated courses in Google, Facebook and on course feedback forms.
- This course can be adapted to suit your requirements.
- The course can be run at your offices, or our centres in Manchester, Leeds, or Online.
- Detailed course notes provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course and from £590 for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To reserve your place on our 1 Day Project course, simply book on our website, send us an email or give us as call.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

The course was very useful.
It was a very nice combination of relaxed and really informative. Thank you.

Bernadette McBride | Co-operative Group