Microsoft Project 2013

Level 1

INFOCUS COURSEWARE

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❖ **General Description**	The skills and knowledge acquired in this course are sufficient for the learner to be able to use **Microsoft Project 2013** to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information.
❖ **Learning Outcomes**	At the completion of this course you should be able to: • start **Microsoft Project** and identify how it works • explain some of the key concepts associated with project management • create a new project file in **Microsoft Project** • enter tasks into a project file • create relationships between tasks in a project • add resources, including labour, materials and equipment to a project • understand and use resource assignment calculations • assign resources to tasks using a number of different methods • print various aspects of a project
❖ **Prerequisites**	This course assumes little or no knowledge of **Microsoft Project 2013**. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.
❖ **Topic Sheets**	112 topics
❖ **Methodology**	The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.
❖ **Formats Available**	A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence
❖ **Companion Products**	There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at **www.watsoniapublishing.com**.

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