



INFOCUS COURSEWARE

# Microsoft Project 2013

Level 1



WATSONIA PUBLISHING

Product Code: INF1364

ISBN: 978-1-921939-82-2

## ❖ 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](http://www.watsoniapublishing.com).

*This information sheet was produced on Monday, June 15, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information



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### Getting To Know Project 2013

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- Understanding The Project Start Screen
- The Project 2013 Screen
- Project Operations
- Using The Ribbon
- Showing And Collapsing The Ribbon
- Understanding The Backstage
- The Project Work Area
- Working With Views
- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working With Gantt Charts
- Understanding The QAT
- Working With The QAT
- Working With Project Files
- Exiting From Project 2013

### Project Management

- Tasks And Resources
- The Importance Of Planning
- Understanding the Gantt Chart
- Computers And Project Management

### Creating A New Project

- Steps In Creating A Project
- Understanding Your Project
- Creating A New Project File
- Calendar Options
- Changing Calendar Options
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- Understanding Scheduling Icons
- Our Case Study Tasks
- Reviewing The Project
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- Assignment – Creating Summary Tasks
- Working In A Sheet View
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- Creating Dependencies Automatically
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- Auto Scheduling Tasks
- Critical Path And Project Slack
- Viewing The Critical Path
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- Understanding Lag Time
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- Entering Lead Time
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### Resourcing A Project

- Understanding Resources
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- Assigning Calendars To Resources
- Understanding Resource Availability
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- Changing The Unit Display

### Resourcing Concepts

- Resource Assignment Calculations
- Task Types and Work Effort
- Creating a Simple Assignment
- Working With Fixed Unit Tasks
- Working With Fixed Duration Tasks

- Making Multiple Assignments
- Adding Additional Resources
- Adding More of the Same Resource
- More Resources in Multiple Assignments
- Understanding Effort Driven Scheduling
- Working With Non Effort Driven Tasks
- Working With Effort Driven Tasks
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- Understanding Work Contouring
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- Assigning Resources You Do Not Have
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### Printing And Reporting

- Printing A Gantt Chart
- Printing Sheet Views
- Printing Tasks For Resources
- Printing Resources For Tasks



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