



Microsoft Office Project 2013 Step by Step Course 20 Hours

Course Overview

Learn Project 2013—one step at a time!

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

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

Target Audience - Beginner / Intermediate

Course Outline

Introduction

Who this book is for

How this book is organized

Download the practice files

Your settings in Project

Your companion ebook

Get support and give feedback

I. Introduction to Microsoft Project

.1 Microsoft Project, project management and you

.2 A guided tour of Project

II. Simple Scheduling Basics

.3 Starting a new plan

.4 Building a task list

.5 Setting up resources

.6 Assigning resources to tasks

.7 Formatting and sharing your plan

.8 Tracking progress

III. Advanced Scheduling Techniques

.9 Advanced task scheduling



- .10 Fine-tuning task details
- .11 Fine-tuning resource and assignment details
- .12 Fine-tuning the Project plan
- .13 Organizing project details
- .14 Tracking progress on tasks and assignments
- .15 Viewing and reporting project status
- .16 Getting your project back on track

IV. In-Depth and Special Subjects

- .17 Applying advanced formatting and printing
- .18 Advanced report formatting
- .19 Customizing Project
- .20 Sharing information with other programs
- .21 Consolidating projects and resources

V. Appendices

- A. A short course in project management
- B. Developing your project-management skills
- C. Collaborating: Project, SharePoint, and PWA
- D. Using this book in a classroom
- E. Glossary
- F. About the authors
- Acknowledgments
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