



Computer Training: MS Project®

When you complete any of these MS Project® training courses, **you'll receive a certificate** to confirm your proficiency. You can also "pick and choose" topics from any of these courses for [Q&A sessions](#) or [Project Kickstarts](#) (no certificates issued for Q&A or Kickstart sessions). You can also [purchase the workbooks](#) for these courses separately.

Level 1 Computer Literacy

Note: To get the most out of your instruction, we recommend that you first master the skills in our [Computer Literacy](#) course.

Microsoft Project® Level 2

MS Project® is the industry standard for project management and planning. By the end of this course, you will be able to perform all the steps necessary to create a comprehensive project plan.

Average course time: 3 - 4 hours

You'll need:

- [Computer Literacy](#) or equivalent experience
- A working computer with Windows® installed on it
- Microsoft Project® 97 or higher

You'll learn:

- What is Microsoft Project®?
- Planning a Project
- Project Management
- How to Set the Start Date
- About Views
- How to Set Non-Working (Exception) Days
- How to Set Standard Hours
- Working With Tasks
- About Milestones



- About Phases
- About Linking Tasks
- About Recurring Tasks
- Entering and Assigning Resources
- About Effort-Driven Project Scheduling
- Viewing the Project
- Sorting, Grouping, and Filtering
- Printing the Project
- About Printing Reports



Microsoft Project® Level 3

Take the next step! When you've completed this course, you'll feel confident and competent working with most Project® files that are regularly used in business.

Average course time: 3 - 4 hours

You'll need:

- A working computer with Windows® installed on it
- Microsoft Project® 97 or higher
- [Microsoft Project® Level 2](#) or equivalent experience

You'll learn:

- Tracking Progress on Tasks
- Planning vs. Tracking
- Saving a Baseline
- How to Track a Project As Scheduled
- Fine-Tuning Task Details
- Adjusting Task Relationships
- Lead Time and Lag Time
- Changing Task Relationships
- Task Constraints
- About the Project Critical Path
- Interrupting Work On A Task
- How to Change Scheduling Formula Values
- About Deadlines
- Entering Fixed Costs
- Fine Tuning Resource and Assignment Details
- Adjusting Pay Rates and Resource Availability
- Delaying the Start of Assignments
- Applying Contours to Assignments



- Material Resource Consumption Rates
- Fine-Tuning the Project Plan
- Adjusting the Timescale
- About Overallocated Resources and Levelling
- Examining Project Costs
- Organizing and Formatting Project Details
- Customizing AutoFilters