

**Course:****Microsoft Project 2013: Basic**

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**Duration: 1 Day****Description:**

This ILT Series course teaches the basic commands and features of Microsoft Project 2013. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

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Topic A: Project management concepts

Topic B: The Project window

Topic C: Project files

**Unit 2: Tasks**

Topic A: Creating a task list

Topic B: Modifying a task list

Topic C: The Work Breakdown Structure

**Unit 3: Task scheduling**

Topic A: Task links

Topic B: Task relationships

Topic C: Task options

**Unit 4: Resource management**

Topic A: The base calendar

Topic B: Resources and calendars

Topic C: Project costs

**Unit 5: Views and tables**

Topic A: Working with views

Topic B: Working with tables

**Unit 6: Filters, groups, and sorting**

Topic A: Filters

Topic B: Groups

Topic C: Sorting tasks and resources

**Unit 7: Finalizing the task plan**

Topic A: Finalizing schedules

Topic B: Handling resource conflicts