

## Microsoft Project – Basics and Bar Charts («MSPRB»)

In this course you will learn the basics of Microsoft Project and how to plan your projects independently using the software.

**Duration:** 2 days

**Price:** 1'350.–

**Course documents:** Project 2021 book by Herdt Verlag, including exercises and solutions (digital)

### Content

- Programme Structure
  - Microsoft Project Data Model
  - The different products in the Microsoft Project family
  - Microsoft Project suitability and product limitations
  - Look & Feel
- Top-down (manual) or bottom-up (automatic) scheduling
  - Entering collective tasks (phases)
  - Entering tasks manually and automatically / setting defaults
- Schedule projects
  - Default settings
  - Main project data
  - Calendar
  - Link, filter, sort and group tasks
  - Apply soft and hard constraints to tasks and see the results
- Display hierarchy
  - Display project summary task
- Display the timetable (customizing)
  - Formatting bars and text
  - Display the critical path
  - Display additional information by formatting the row or cell background
  - Store notes on tasks
  - Printing schedules
- The Timeline tool
  - Display the timeline
  - Add and remove phases, tasks and milestones on the timeline
  - Export the schedule to a presentation
- Advanced task features
  - Create custom fields
  - Create reports and filters based on custom fields
- Multi-project management
  - Insert linked sub-projects
  - Dependencies between sub-projects

### Key Learnings

- Acquiring knowledge of Microsoft Project
- Working independently on the scheduling of your projects with Microsoft Project

## Target audience



This course is aimed at project leaders, administrators and managers who want to use the basic functionality of Microsoft Project for scheduling their own projects.

## Additional information

The training takes place on the Project Online Desktop Client (Plan 3), which is delivered through Microsoft 365. If you are using Microsoft Project 2016/2019/2021, you can also take this course.

## Further courses

- [Microsoft Project – Resource Management and Controlling \(«MSPRRV»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-project-visio/course-microsoft-project-basics-and-bar-charts](https://www.digicomp.ch/courses-microsoft-office/microsoft-project-visio/course-microsoft-project-basics-and-bar-charts)