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. You can find detailed information about dates on www.digicomp.ch/courses-service-project-management/project-management-tools/course-microsoft-project-basics-and-bar-charts