

FOUNDATION MODULES

1. GETTING STARTED

- What Microsoft Office Project 2013 is
- What a project is
- What's new in Project 2013
- The advantages to using Microsoft Project
- The Gantt chart
- Open and close Project
- Use the Project interface
- Interact with Project
- Get started with Office.com
- Save, open, and close files
- Use the Recent List
- Switch between open projects
- Plan a project
- Create a new project
- Enter tasks, resources, project information, and working time
- Split tasks into phases
- Link tasks
- Move, insert, and delete tasks
- Open Help
- Use the Help window and the Help toolbar
- Search for help
- Use online and offline help
- Use the Table of Contents
- Get help in a dialog box

2. USING AND CUSTOMISING THE PROJECT INTERFACE

- Use the File (Backstage) menu
- Use the status bar
- Use right-click menus
- Use the mini toolbar
- Use dialog boxes
- Work more efficiently with keyboard shortcuts
- Use, move, and customize the Quick Access toolbar
- Use tabs, groups, and option buttons
- Minimize and expand the ribbon
- Customize the ribbon
- Create your own ribbon tabs
- Reset the Project interface



3. THE PROJECT TABS

- The groups on the Task tab: View, Clipboard, Font, Schedule, Tasks, Insert, Properties, and Editing
- The groups on the Resource tab: View, Assignments, Insert, Properties, and Level
- The groups on the Project tab: Insert, Properties, Schedule, Status, Reports, and Proofing

4. VIEW AND CONTEXTUAL TABS

- The groups on the View tab: Task, Resource, Data, Zoom, Split, Windows, Macros
- The groups on the Contextual tabs: Developer, Gantt Chart Tools, Calendar, Network Diagram; Task Usage, Sheet and Form
- Resource Usage, Sheet, Graph and Form Tools; Team Planner, Timeline

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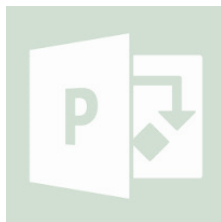
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FOUNDATION MODULES

5. CREATING A BASIC PROJECT

- Create a blank project
- Create a project from local or online templates, existing projects, and Excel workbooks
- Create a basic project, with project information, working time, and tasks
- Cut, copy, and paste information
- Use drag and drop
- Use AutoFill to create tasks
- Set a task to be automatically or manually scheduled
- Use change highlighting
- Clear task information
- Open and understand the Task Information dialog
- Choose the task type and calendar
- Set task view options for the Gantt chart and timeline
- Create milestones
- Identify the types of constraints available in Project
- Apply constraints to tasks and set deadlines
- Differentiate between constraints and deadlines
- Identify different types of task links
- Link and unlink tasks
- Create recurring and split tasks
- Use lag and lead time
- Mark a task as inactive



6. UPDATING AND POLISHING YOUR PROJECT

- Update work completed on a task
- Mark a task as on track
- Use the Update Task and Update Project dialogs
- Reschedule tasks
- Run the Task Inspector
- Use Undo and Redo
- Check your project's spelling
- Use Find and Replace
- Add and format drawings
- Format the Task Entry table: Change font face, size, and colour
- Adding text effects
- Changing the background colour of cells
- Using the Font dialog
- Use the Format Painter
- Change the appearance of all text in the Gantt chart and Task Entry table
- Change alignment and text wrapping
- Format gridlines
- Change the Gantt chart style and layout
- Format individual bars and bar types in the Gantt chart
- Show and hide Gantt chart elements

7. PRINTING AND VIEWING A PROJECT

- Minimize, maximize, and restore the Project window
- Create a new Project window
- Arrange, hide, and unhide windows
- Split a window
- Sort, filter, highlight, group, and outline data
- View your entire project or selected tasks
- Zoom into the Gantt chart
- Change the timescale scope
- Format the timescale
- Save a project as PDF or XPS
- Print a project
- Set print options and Page Setup
- Use Print Preview
- E-mail a project

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INTERMEDIATE MODULES

1. WORKING WITH PROJECT FILES

- Navigate through your computer with Windows Explorer
- Perform basic tasks with Windows Explorer
- Use views and the Navigation Pane in Windows Explorer
- Use various file formats in Project
- Publish a project to PDF or XPS
- Use Auto Save
- Protect a project with a password
- Manage file properties
- Create, save, and use templates
- Identify the various task and resource views available
- Use table views
- Create custom views

2. UNDERSTANDING AND MANAGING TASKS

- Show and hide the Timeline view
- Add tasks to, and remove tasks from Timeline view
- Format Timeline view tasks
- Export Timeline view
- Identify the various types of task indicators
- Identify the different task calendars
- Use change highlighting
- Use the Task Inspector
- Understand task link types
- Link and unlink tasks within and across projects
- Change task calculation options
- Split, overlap, and delay tasks
- Assign variable units to a task
- Enter task completion information
- Update start and finish dates
- Change task duration and remaining work
- Update a project as a whole

3. WORKING WITH RESOURCES

- Describe Project's scheduling mechanism (the Work, Units, Duration equation)
- Describe types of resources available
- Create a resource list
- Assign work and material to a resource
- Use the Resource Information dialog box
- Describe types of calendars available
- Create and configure a project calendar
- Use Calendar view
- Adjust the timescale of a calendar
- Change a resource calendar
- Edit working time
- Group and remove resources
- Use the various resource views, including Resource Sheet, Resource Graph, Resource Usage, and Team Planner

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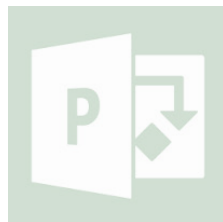


4. MANAGING RESOURCES

- Assign resources to a task
- Use the Assign Resources dialog
- Remove and replace resources
- Identify resource conflicts
- Reassign resources
- Schedule overtime
- Open and use the Resource Levelling dialog
- Set a levelling range
- Resolve resource over-allocations
- Clear resource levelling

5. PROJECT MONITORING TOOLS

- Define a baseline, interim plan, and critical path
- Create, save, view, and clear a baseline
- Create, save, view, and clear an interim plan
- View and shorten the critical path
- Create, interpret, edit, remove, and format progress lines



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ADVANCED MODULES

1. ADVANCED PROJECT DATA TASKS

- Import and export files
- Synchronize your task list with SharePoint
- Organize the global template
- Import tasks from Microsoft Outlook
- Open the Project Organizer
- Copy, rename, and delete project elements
- Choose the OLAP cube
- Use the Field Picker
- Save the OLAP cube
- Save a database
- Choose projects and fields to compare
- Use the Compare Projects tab
- Analyse comparison results

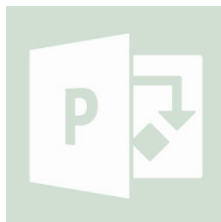
2. ADVANCED TOPICS

- Use the Variance table
- Check for variances
- Set and modify fixed duration tasks
- Add hyperlinks and custom fields to a task
- Set currency options
- Enter project costs
- Use cost rate tables
- View and update costs
- Assign WBS code to tasks
- View the WBS code in a project
- Customize WBS code
- Set up graphical indicator fields
- Use formulas with graphical indicators
- Import graphical indicator criteria from other files
- Work and cost variances
- Fixed costs vs. cost resources
- WBS code
- Graphical indicators

3. FORMATTING YOUR PROJECTS

- Draw, move, resize, and delete shapes
- Change shape order
- Change the line and fill colours of shapes
- Attach a drawing to a task
- Change the Gantt chart text style
- Change Gantt chart gridline settings
- Customize the Gantt chart layout
- Format Gantt chart columns, chart bars, and bar styles
- Choose tasks to view in a Gantt chart
- Choose a baseline in a Gantt chart
- Show and hide task information when viewing Gantt charts

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ADVANCED MODULES



4. CREATING REPORTS

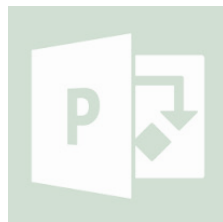
- Use the Reports dialog box
- Create pre-defined and custom reports
- Open the Visual Reports dialog
- Choose a visual report
- Edit existing visual reports
- Create and modify visual report templates with Excel and Visio
- View network diagrams
- Use the Network Diagram Tools – Format tab
- Change the network diagram layout
- Format network diagram boxes
- Manually create a network diagram
- View the calendar
- Use the Calendar Tools – Format tab
- View the calendar task list
- Format the calendar

5. WORKING WITH MULTIPLE PROJECTS

- Start a resource pool
- Link a project to a resource pool
- Create a resource pool from multiple projects
- Unlink a project from a resource pool
- Update a resource pool
- Insert subprojects
- Unlink or remove subprojects
- Consolidate subprojects
- View a master project's critical path
- Save baselines for master and consolidated projects
- View information about inserted projects
- The various versions of Microsoft Project
- Project Server
- Project Web Access
- The various types of multiple projects
- Master projects

4. USING MACROS

- Record a macro
- Play a macro
- Change macro security
- Delete macros
- Copy macros from other files
- Assign a shortcut key to a macro
- Open and use the Visual Basic Editor
- Use the Step Into feature
- Add code to your macro
- Add comment statements to your macro
- Declare variables
- Create a message box
- Use If-Then statements
- Iterate through tasks



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