

MS Project 2013

1. Working with Project

- Using the Ribbon
- Navigating the Backstage view
- Finding commands

2. Setting Up Project Files

- Creating and saving projects
- Creating a project from a template
- Creating a project from an Excel workbook
- Setting up calendars
- Defining working and nonworking time
- Setting basic options

3. Creating Tasks

- Understanding manual and auto scheduling
- Creating a manual task
- Creating an autoscheduled task
- Switching between manual and automatic scheduling
- Creating a milestone task
- Creating a recurring task
- Copying tasks from another program
- Creating a summary task
- Displaying summary tasks
- Organizing tasks in a task list
- Working with work breakdown structure (WBS) codes

4. Linking and Timing Tasks

- Linking tasks

- Adding lag or lead time
- Setting task date constraints
- Viewing tasks and task links

5. Creating Resources

- Understanding resources
- Creating a work resource
- Creating a material resource
- Setting up costs for work and material resources
- Creating a cost resource

6. Assigning Tasks to Resources

- Understanding duration, work, and units
- Assigning resources to tasks
- Using Team Planner to assign resources
- Finding overallocations
- Assigning resources with effort-driven and non-effort-driven scheduling
- Modifying resource assignments
- Replacing resources on a task

7. Working with Views

- Choosing a view
- Working with a table
- Inserting and rearranging table columns
- Changing the settings for columns in a table
- Displaying two views at the same time
- Using the Timeline view
- Sorting tasks and resources
- Grouping tasks and resources
- Filtering tasks and resources
- Modifying task bar styles and task bar text
- Modifying task bar layout
- Modifying text formatting

8. Fine-Tuning the Project Schedule

- Reviewing the critical path
- Using the Task Inspector to review scheduling issues
- Splitting a task
- Delaying a task or assignment
- Adjusting a work contour
- Leveling resources
- Inactivating a task

9. Tracking and Managing a Project

- Understanding baseline, scheduled, and actual values
- Saving and clearing a baseline
- Adding tasks to a baseline
- Updating the schedule
- Assigning overtime
- Updating costs
- Rescheduling unfinished work

10. Viewing and Reporting Project Information

- Viewing project schedule status
- Looking for schedule progress problems
- Looking for cost problems
- Working with graphical reports
- Using earned value
- Printing views and reports

11. Sharing Projects

- Saving to other formats
- Working with the Global Template
- Importing and exporting
- Sharing project information in other ways

