

Course Outline: MS-Projects 2007/2010 /2013/2016 Basic/Intermediate (i/ii)
Aligned with SAQA Unit Standard 10135 / 10139 / 10140 [& MOS / ICDL]
Prerequisites: Full Computer Literacy Basic/Intermediate or at least Professional Knowledge/Skills of
Introduction to Microcomputers, MS-Word Basic, Powerpoint & Windows 7 Basic/Intermediate

Project Management Essentials

- Defining the project
- Activities and dependencies
- Project scheduling
- Project change control
- Financial issues
- Project performance

Getting Started with MS-Project

- Project management concepts
- The Project window
- Project files
- The Help window

Tasks; and Task Scheduling

- Creating and modifying a task list
- The Work Breakdown Structure
- Task links
- Task relationships
- Task options

Resource Management

- The base calculator
- Resources and calendars
- Project costs

View and tables

- Working with views
- Working with tables

Filters, groups, and sorting

- Filters
- Groups
- Sorting tasks and resources

Finalizing the task plan

- Finalizing schedules
- Handling resource conflicts
- Sorting tasks and resources

Accredited programs and courses; at Affordable Price! No more struggles – Quality Guaranteed! With years of experience, our aim is to prepare Our Learners to meet the challenges of this age, in the field of Information Technology (IT) – “this most rapidly changing environment!” Our goal is to eliminate Learners’ struggles; and assist them to focus on their jobs with confidence, by mastering simplified solutions to complex tasks; resulting in their enjoyable performance; higher quality; and increased productivity.