

Microsoft Project 2013: Basic

Topic-Level Outline

Days: 1

Prerequisites: *Windows XP: Basic, Windows Vista: Basic, Windows 7: Basic*, or equivalent experience

Unit 1: Getting started

Topic A: Project management concepts

Topic B: The Project window

Topic C: Project files

Unit 2: Tasks

Topic A: Creating a task list

Topic B: Modifying a task list

Topic C: The Work Breakdown Structure

Unit 3: Task scheduling

Topic A: Task links

Topic B: Task relationships

Topic C: Task options

Unit 4: Resource management

Topic A: The base calendar

Topic B: Resources and calendars

Topic C: Project costs

Unit 5: Views and tables

Topic A: Working with views

Topic B: Working with tables

Unit 6: Filters, groups, and sorting

Topic A: Filters

Topic B: Groups

Topic C: Sorting tasks and resources

Unit 7: Finalizing the task plan

Topic A: Finalizing schedules

Topic B: Handling resource conflicts