QUICKSTART
Over 35 Years Of Technology Training

Document Generated: 04/26/2025

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft Project 2013 Level 1 (091110) (Project2013-L1)

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2013 during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project 2013 and share it with your supervisor (and others) for review and approval.

You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Project 2013.

Course Objectives

- Create a new project plan.
- Manage time in a project plan.
- Manage tasks in a project plan.
- Manage resources in a project plan.
- Share a project plan.

Audience

Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

Prerequisites

To ensure your success in this course, you should have basic project management knowledge and skills. The following course can help you in meeting this requirement: Project Management Fundamentals (Second Edition).You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 8. The following course can help you meet this requirement:

- Using Microsoft® Windows® 8
- Microsoft® Windows® 8 Transition from Windows 7

Course Outline:

Lesson 1: Starting a Project

Topic A: Project Management 101

Topic B: Navigate and Customize the Project 2013 Interface

Topic C: Add Tasks to a Project

Topic D: Add Resources to a Project

Topic E: Save a Project

Lesson 2: Working with Project Calendars

Topic A: Manage Project Time Frames

Topic B: Change Working Time

Lesson 3: Working with Project Tasks

Topic A: Manage Project Tasks

Topic B: Add Summary Tasks and Milestones

Lesson 4: Working with Project Resources

Topic A: Manage Project Resources

Topic B: Allocate and Level Work Resources

Lesson 5: Delivering a Project Plan

Topic A: Print Project Views

Topic B: Share Projects

Topic C: Export Projects

Appendix A: Microsoft Project 2013 Exam 74-343

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