

Document Generated: 01/18/2025

Learning Style: Virtual Classroom

Provider: 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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