Microsoft Project 2010 with Pitman Training

If you're given a project to manage, having the right tools to assist is essential, but having the know how to fully utilise the tools is invaluable.

With our Microsoft Project course, we'll help you learn the essential features, tips and tricks of this project management software. The programme will help you to set up, plan, implement and manage any project you're working on.

This course will take you from the beginning where you create a new project, how to assign and manage tasks, deadlines, assign project costs and more.

The course is fully flexible and studied completely online, so you can choose when and where you want to study.

For more information about this Microsoft Project online training course, call and chat to one of our Course Advisors for more details.

Designed for

This course is essential for anyone who may regularly work on projects. For example Office Managers, Executive Assistants or PAs, Managers and Team Leaders would all benefit from learning more about this project management software.

Prerequisites

You do not need any specific experience before starting this Project training course. It is suitable for beginner level.

Objectives

This course is designed to introduce you to the new features of Microsoft Project 2010 so that you can be confident in setting up, running and managing a project utilising this programme. The course will also help prepare you to undertake the Microsoft 70-178 exam if you wish.

Course Content

There are 3 sessions within this online Project training course:

Session 1

Section A: Getting starting with Project 2010

Section B: Understanding Projects

Section C: Starting a Project from Scratch

Section D: Managing Tasks

Section E: Deadlines and Constraints

Section F: Working with Recurring Tasks

Session 2

Section A: Introduction to Project Resources

Section B: Managing Resource Assignments

Section C: Assigning Project Costs

Section D: Tracking and Analysing a Project

Section E: Updating Task Progress

Section F: Comparing Progress and Baseline

Session 3

Section A: Custom Fields, Views and Tables

Section B: Manipulating Data

Section C: Communicating Project Information

Section D: Collaborating Projects and Resources

Benefits

- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **A workbook to use as a reference guide on completion of the course**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

Course duration: **30 hours**

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Course

▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts