

**Class Title:** Microsoft Project Essentials

**Duration:** 2 Days

- 1. Beginning the Project Plan**
  - 1.1. Explore Project Workspace
  - 1.2. Establish a Start Date and Working Time
  - 1.3. Create Project Base Calendars
  - 1.4. Create Custom Calendars for Specific Groups
- 2. Managing Tasks**
  - 2.1. Add and Edit Tasks and Durations
  - 2.2. Outline Tasks
  - 2.3. Create Task Dependencies
  - 2.4. Set Task Constraints and Deadlines
- 3. Managing Resources in a Project Plan**
  - 3.1. Create Work, Material and Cost Resources
  - 3.2. Modify Resource Calendars
  - 3.3. Assign Resources to Tasks
  - 3.4. Assign Fixed Cost to Tasks
- 4. Using Views, Tables, Filters and Reports**
  - 4.1. Format Views
  - 4.2. Customize Tables
  - 4.3. Filter Data
  - 4.4. Format Reports
- 5. Working with the Critical Path**
  - 5.1. Display and Format the Critical Path
  - 5.2. Display Slack Time
  - 5.3. Shorten the Critical Path
  - 5.4. View Resource Usage and Availability
- 6. Setting a Project Baseline**
  - 6.1. Use Baseline Tables
  - 6.2. Set a Project Baseline
  - 6.3. Clear Baseline
- 7. Tracking Progress on Tasks and Assignments**
  - 7.1. Track Actual and Remaining Values
  - 7.2. Track Timephased Actual Work
  - 7.3. Identify Slipping Tasks
  - 7.4. Reschedule Incomplete Work
  - 7.5. Report on Progress
- 8. Sharing Project Data**
  - 8.1. Share Custom Calendars, Views, and Tables
  - 8.2. Use Project Data in Other Applications