



See more at [www.zandax.com/courses/project-2019-introduction](https://www.zandax.com/courses/project-2019-introduction)

Course information from ZandaX

## Microsoft Project 2019 Beginners

**A premier Microsoft Project training course from ZandaX**

Course duration: 7 hours 45 minutes of comprehensive content (Revisit, review and revise as often as you want)

### What you'll learn

- ✓ Workspace, The Ribbon and Help
- ✓ Project Options
- ✓ Task Basics
- ✓ Subtasks
- ✓ Dependencies, Deadlines and Milestones
- ✓ Resources
- ✓ Views and Timelines
- ✓ Costs
- ✓ Baselines and Critical Paths
- ✓ Tables
- ✓ Gantt Chart
- ✓ Notes
- ✓ Printing and Spellchecking
- ✓ Tracking Progress
- ✓ Reporting
- ✓ Tracking Costs
- ✓ The Organizer
- ✓ Saving Projects
- ✓ Project Security
- ✓ Project Templates
- ✓ Calendars
- ✓ Conclusion

## What does our Project 2019 Beginners course cover?

### Build a Solid Foundation for Your Projects

This comprehensive course is ideal for new users of Microsoft Project who want to learn how to use the application using best practice in a structured way.

It's also recommended for people who have used Project but lack training on how to use the application properly.

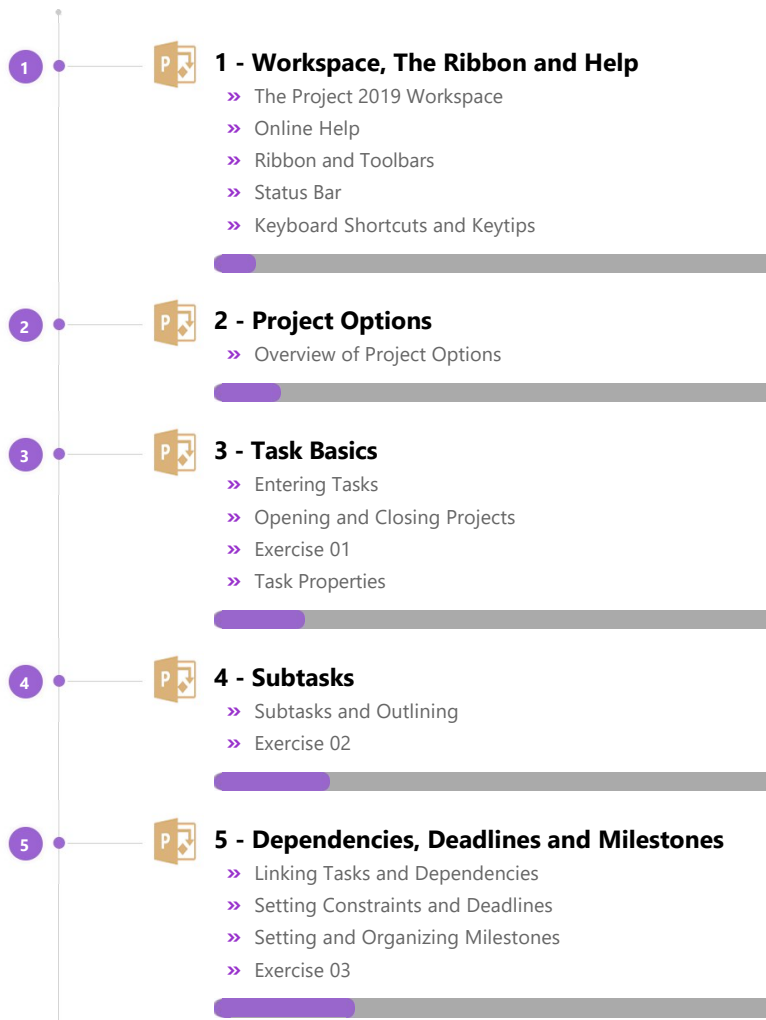
You don't need previous experience with Project, or even project management theory and terminology, but you must be able to use a PC with the Microsoft Windows operating system, and a good working knowledge of using Microsoft Excel is strongly advised.









This Microsoft Project skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.






Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft project skills?

## Course content for Microsoft Project 2019 Beginners



6		<b>6 - Resources</b> <ul style="list-style-type: none"><li>» Adding Resources</li><li>» Assigning Resources to Tasks</li><li>» Task Types</li><li>» The Basics of Scheduling</li><li>» Resource Leveling Basics</li><li>» Leveling Options</li><li>» Exercise 04</li></ul>
7		<b>7 - Views and Timelines</b> <ul style="list-style-type: none"><li>» Setting Cost for Tasks</li><li>» Views - Part 1</li><li>» Views - Part 2</li><li>» Timelines</li></ul>
8		<b>8 - Costs</b> <ul style="list-style-type: none"><li>» Exercise 05</li><li>» Adding Costs and Setting a Budget</li><li>» Setting Up Budget Costs</li></ul>
9		<b>9 - Baselines and Critical Paths</b> <ul style="list-style-type: none"><li>» Setting a Baseline</li><li>» Working with Critical Path</li><li>» Exercise 06</li><li>» Changing Baselines</li></ul>
10		<b>10 - Tables</b> <ul style="list-style-type: none"><li>» Modifying Tables</li></ul>
11		<b>11 - Gantt Chart</b> <ul style="list-style-type: none"><li>» Formatting a Gantt Chart</li></ul>
12		<b>12 - Notes</b> <ul style="list-style-type: none"><li>» Adding Notes to Tasks or Resources</li></ul>
13		<b>13 - Printing and Spellchecking</b> <ul style="list-style-type: none"><li>» Modifying Print Options and Printing your Current View</li></ul>

14		<b>14 - Tracking Progress</b> <ul style="list-style-type: none"><li>» Tracking Progress - Part 1</li><li>» Tracking Progress - Part 2</li><li>» Exercise 07</li></ul> 
15		<b>15 - Reporting</b> <ul style="list-style-type: none"><li>» Reporting - Part 1</li><li>» Reporting - Part 2</li><li>» Exercise 08</li></ul> 
16		<b>16 - Tracking Costs</b> <ul style="list-style-type: none"><li>» Recording Costs Manually</li></ul> 
17		<b>17 - The Organizer</b> <ul style="list-style-type: none"><li>» Organizing Views</li></ul> 
18		<b>18 - Saving Projects</b> <ul style="list-style-type: none"><li>» Exporting to Other Formats</li></ul> 
19		<b>19 - Project Security</b> <ul style="list-style-type: none"><li>» Project Security</li></ul> 
20		<b>20 - Project Templates</b> <ul style="list-style-type: none"><li>» Saving your Project as a Template</li></ul> 
21		<b>21 - Calendars</b> <ul style="list-style-type: none"><li>» Calendars - Part 1</li><li>» Calendars - Part 2</li><li>» Exercise 09</li></ul> 
22		<b>22 - Conclusion</b> <ul style="list-style-type: none"><li>» Course Close</li></ul> 

## More about the ZandaX Microsoft Project 2019 Beginners course

### Make a Great Start With Microsoft Project

#### Learn the basics of this easy-to-use project management software

There are 22 lessons in over eight hours of training, which take you through a vast number of subjects in great detail.

We introduce you to the MS Project Workspace, Ribbon, Help and Project Options, and you'll learn how to navigate project calendars, timelines and critical paths.

Then you'll see how to set up task dependencies, and lag & lead times, before we show you how to manage project costs, leveling and resolve resource over-allocations.

You'll cover Gantt Charts, and how to simplify them, and how to set up baselines and interim plans.

There's a whole lot more, too: this is the ideal course for you to make a solid start with using Microsoft Project!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

### Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

You also get accompanying exercises that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

### View this course online

Visit our website at [www.zandax.com/courses/project-2019-introduction](http://www.zandax.com/courses/project-2019-introduction) to view the latest details, including related courses, prices and quantity discounts.

**ZandaX**

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