

Microsoft Project Basic Training

Duration: 2 days **Language:** German/English

Location: upon agreement

Practice-oriented Microsoft Project Basic Training - Plan, monitor and control projects efficiently. Microsoft Project is an important tool that supports you in planning, managing and controlling projects. In this Basic Training you will learn and train the proper use of Microsoft Project.

The following contents from our module catalogue are covered in detail in the training. Based on these module elements, the participants learn "Efficient Planning and Control with Microsoft Project". They gain insight into project planning, learn target-oriented tracking and reporting and receive practical tips and tricks for their daily work with Microsoft Project.

The training includes the following module elements:

Microsoft Project Basics

- Basic program operation
- Microsoft Project interface
- Basic settings

Planning projects with Microsoft Project

- Create projects
- Create and edit operations
- Structure processes
- Process relations
- Boundary conditions

- Project calculation
- Views / tables
- Filter
- Attributes
- Calendar
- Basic plan
- Project tracking
- Critical path analysis
- Buffer times
- Scheduling procedure

Participants

This basic training is aimed at project managers, project staff, project controllers, schedulers and executives who want a solid introduction to Microsoft Project in order to use the program as an effective support for their project work. The participants already have knowledge of project planning, know the standard methods and terminology used in project management. They are proficient users of standard software and operating systems.

Coaches

All our coaches are experienced professionals in project management and have many years of practical experience in various industries. They have long-standing know-how within the relevant topics.

Training method

Presence training - the basics and functions of Microsoft Project are clearly conveyed by means of lectures, exercises and practical examples. Targeted application exercises guarantee a direct practical transfer of what has been learned.

Individual in-house training

proadvise individual trainings are goal-oriented and designed according to the needs of the users! Send us your request and we will be happy to make you an individual offer and support you in organising and realising the training.