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AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Microsoft Project Core Essentials

Projects are planned in spreadsheets and emails, and nobody can see the real schedule

Duration: One day | **Level:** Foundation

The business problem

Many project plans live in Excel lists, whiteboards and email threads. Tasks are not linked, resources are not visible, and a single delay is not reflected anywhere else.

Organisations that own Microsoft Project often use it as a drawing tool rather than a scheduling tool, so the plan is out of date the day it is printed.

You need this course if...

- Staff have Microsoft Project but are not using it properly
- Project schedules do not update when dates change
- You cannot see who is assigned to what
- Reports for management are put together by hand
- New project coordinators need a structured start

How this course solves it

This one-day course covers the fundamental features of Microsoft Project and gives delegates the skills to set up, schedule, track and report on a basic project.

It covers setting up a project, scheduling work, managing resources, creating a timeline, managing tasks, deadlines and constraints, working with data, reports, finishing touches, printing and sharing.

Who should attend?

- Project coordinators and administrators
- Team leaders and supervisors who plan work
- Staff who will use Microsoft Project for the first time

Prerequisites: delegates must understand project-management terms before attending. CAG's Project Management Fundamentals course is sufficient preparation.

Course content

1. The Basics

- Getting started with Project
- Using the welcome project
- Creating, opening and saving a project
- Signing in with a Microsoft account

2. Setting Up a Project

- Entering project information
- Setting working time
- Automatic or manual scheduling
- Entering tasks and resources

3. Scheduling Work

- Organising tasks into phases
- Linking, unlinking and moving tasks
- Rescheduling, splitting and deleting tasks

4. Managing Resources

- Entering resources
- The Resource Information dialog
- Assigning resources to tasks
- Removing and replacing assignments

5. Creating a Timeline

- Showing and hiding the timeline
- Customising timeline tasks
- Changing fonts and global text styles
- Copying the timeline

6. Managing Tasks

- Recurring tasks
- Importing tasks from Outlook
- Inactivating tasks
- Updating task completion and the project as a whole

7. Working with Deadlines and Constraints

- The Task Information dialog
- Changing the task calendar
- Lag and lead time
- Milestones, deadlines and constraints

8. Working with Data

- Sorting, filtering and grouping
- Highlighting and outlining data

9. Creating Reports

- Built-in reports and reports from scratch
- Dashboards
- Visual reports

10. The Finishing Touches

- Viewing the entire project
- Checking spelling and running the Task Inspector
- Gantt chart styles
- Highlighting critical, slack or late tasks

11. Printing and Sharing Your Project

- Saving as PDF or XPS
- Exporting to Excel
- Printing and e-mailing a project

12. Customising the Interface

- Collapsing and expanding the ribbon
- Customising the Quick Access toolbar
- Showing, hiding and creating ribbon tabs
- Resetting interface changes

After the course

Delegates will be able to:

- Set up a project with working time and scheduling mode
- Enter, organise and link tasks into phases
- Enter resources and assign them to tasks
- Create and format a timeline
- Apply deadlines, constraints, lag, lead time and milestones
- Sort, filter and group project data
- Create built-in, dashboard and visual reports
- Print, export and share a project

Training format

Duration: One day

Materials: Course manual and attendance certificate

Next step: Microsoft Project Advanced Essentials

Related courses

Microsoft Project Advanced Essentials

Baselines, progress tracking, resource conflicts, costs and multiple projects. [View course](#)

Project Management Fundamentals

Project management terms and concepts, recommended before any MS Project course.

[View course](#)

Microsoft Planner Core Essentials and Advanced

For teams that plan and track work in Microsoft 365 Planner rather than Project desktop.

[View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/ms-project-core-essentials/ | [What our clients say about us](#)

Regards

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