

# Microsoft Project Level I (Self-Paced)

Learn how to manage projects more efficiently, track costs, allocate resources in Microsoft Project, and review core project management concepts in this beginner class for PC users. You'll boost your efficiency and effectively manage multiple projects using the basic features and functions of Microsoft Project Professional.

Group classes in Live Online and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.nobledesktop.com/classes/microsoft-project-level-i-self-paced>



[hello@nobledesktop.com](mailto:hello@nobledesktop.com) • (212) 226-4149

## Course Outline

### Getting Started with Microsoft Project

- Identify Project Management Concepts
- Navigate the Microsoft Project Environment

### Defining a Project

- Create a New Project Plan
- Define a Project
- Assign a Project Calendar

### Creating and Organizing Tasks

- Add Tasks to a Project Plan
- Import Tasks From Other Programs
- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

### Managing Project Plan Resources

- Add Resources to a Project Plan
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts

### Finalizing a Project Plan

- Optimize a Project Plan
- Set a Baseline

- Share a Project Plan