Managing Projects with MS Project 2013 course from Koenig Solutions offers new insights into the process of project management. With this latest release, MS Project 2013 introduces users to some important updates and enhancements that make it simpler for them to manage projects. Experience better productivity and efficiency in all types of projects with this version.

Course Objectives:

This project management training will acquaint students with skills required to qualify Exam 74-343 and earn the Microsoft Specialist credential. Learn the following skills in this course:

1. Creating and initializing a new project: Learn how to create and maintain calendars, custom fields and customize settings for the project.
2. Creating and modifying task based schedules: Define project properties, task structure, create a schedule model, and manage shared projects.
3. Managing assignments and resources efficiently: Manage resource allocation using Team Planner, and assign costs by applying resource-rate table.
4. Tracking and analyzing the progress of a project: Understand how to create and maintain baselines, monitor and compare progress of the project; and resolve any issues in the schedule.
5. Communicating project related information: Learn about making the project information available for reporting, sharing and viewing.

The Microsoft Specialist: Managing Projects with Microsoft Project 2013 certification offers immense learning scope to project managers and IT professionals who want to improve their project performance and reap benefits of utilizing an easy to manage scheduling tool.

Course Contents:

Chapter 1 Microsoft Project, Project Management and you
Chapter 2 A guided tour of Project
Chapter 3 Starting a New Plan
Chapter 4 Building a task list
Chapter 5 Setting Up Resources
Chapter 6 Assigning Resources to Tasks
Chapter 7 Formatting and Sharing Your Plan
Chapter 8 Tracking Progress
Chapter 9 Advanced task scheduling
Chapter 10 Fine-Tuning Task Details
Chapter 11 Fine-Tuning Resource & Assignment Details
Chapter 12 Fine-Tuning the Project Plan
Chapter 13 Organizing Project Details
Chapter 14 Tracking Progress on Tasks and Assignments
Chapter 15 Viewing and Reporting Project Status
Chapter 16 Getting Your Project Back on Track
Chapter 17 Applying Advanced Formatting and Printing
Chapter 18 Advanced Report format
Chapter 19 Customizing Project
Chapter 20 Sharing Project Information with Other Programs
Chapter 21 Consolidating Projects and Resources