

Microsoft Project 2019

Course Outline

- Introduction
- Fundamentals
- Starting a new project schedule
- Task types, effort-driven scheduling, and task constraints
- Working with resources
- Managing the project schedule
- Printing reports
- The Quick Access Toolbar and advanced calendar topics
- Working with tasks
- Working with resources
- Managing the project schedule
- Other views and shortcuts
- Working with multiple projects and project integrations
- Working with Project data and closing out a project