



## TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

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## Microsoft Project 2013: Basic Skills

**Duration:** 02 days

This course teaches the basic commands and features of Microsoft Project 2013. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

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**COURSE OUTLINE**

Lessons	Concepts – Activities
1: Getting started	Topic A: Project management concepts Topic B: The Project window Topic C: Project files
2: Tasks	Topic A: Creating a task list Topic B: Modifying a task list Topic C: The Work Breakdown Structure
3: Task scheduling	Topic A: Task links Topic B: Task relationships Topic C: Task options
4: Resource management	Topic A: The base calendar Topic B: Resources and calendars Topic C: Project costs
5: Views and tables	Topic A: Working with views Topic B: Working with tables
6: Filters, groups, and sorting	Topic A: Filters Topic B: Groups Topic C: Sorting tasks and resources
7: Finalizing the task plan	Topic A: Finalizing schedules Topic B: Handling resource conflicts