

Project 2013 - Creating Projects

The Project 2013 - Creating Projects course is in the Microsoft Specialist exam 74-343 range. You will learn how to apply templates, enter tasks, set durations and create calendars. You will also define relationships, set constraints and assign resources.

The estimated time to complete this course is 3 hours and 5 minutes.

Creating Projects

Templates and Task Scheduling

- Creating New Projects
- Enter Project Information
- Applying Templates
- Switching Between Projects
- Manual Scheduling
- Auto Scheduling

Working with Tasks

- Entering Tasks
- Summary Tasks
- Subtasks
- Promoting Tasks
- Show and Hide Tasks
- Outline Levels
- Selecting Tasks
- Moving Tasks
- Moving Summary Tasks
- Copying Tasks
- Deleting Tasks
- Creating Task Notes
- Recurring Tasks
- Saving Projects
- Password Protection
- Saving as a Template

Durations and Calendars

- Durations
- Entering Task Durations
- Elapsed Durations
- Task Types
- Modifying Calendars
- Creating New Calendars
- Assigning Calendars to Tasks

Relationships and Dependencies


- Dependency Types
- Finish-to-Start Relationships
- Start-to-Start Relationships
- Linking Tasks
- Finish-to-Finish Relationships
- Adding Lag Time to Tasks
- Overlapping Tasks
- Changing the Timescale
- Creating Milestones

If you require any further information please contact NYES:

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Setting Constraints and Deadlines

- Applying Constraints to Tasks
- Setting Deadlines for Tasks

Assigning Resources


- About Resources
- Resource Sheet
- Entering Resources
- Modifying Resources
- Changing Working Times
- Creating Notes
- Changing Task Types
- Assigning Resources to Tasks
- Work Allocation Graphs
- Removing Resources

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