

Microsoft Project for 2019/2021/365: Beginner

Welcome to Microsoft® Project® 2019/2021/365: Part 1. This course is designed to familiarize you with the basic features and functions of Microsoft Project so you can effectively and efficiently manage projects in a real-world environment. This course covers the critical knowledge and skills a project manager needs to create a project plan with Microsoft Project during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Microsoft Project and share it with your supervisor (and others) for review and approval. The subject of this course is the Microsoft Project desktop app. A brief description of the Project for the web and the Project Online apps is presented in the appendix.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/microsoft-project-for-2019-2021-365-beginner>



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Course Outline

N/A