

MS Project

Very few people know how to use a PC to its full advantage. More surprisingly, there are many of us that use the same Microsoft packages every day and still do not tap into its full potential. This is why at t2, we have devised a range of courses allowing us to provide the most accurate and beneficial Microsoft training for each individuals ability.

MS Project is an extremely powerful package, which can help you break a project down into manageable parts, identify potential bottlenecks and generate information to keep your project under control. In this course, you will learn how to solve typical project and business problems using the planning, control and progression features of MS Project.

course details

Course Duration

One Day

Course Cost

£950

Maximum Delegates

This course is designed for up to 10 delegates

Training Location

Training can be run at any venue

Participant Profile

This course is aimed at:

- Anyone who is proficient with basic Mouse, Keyboard and Windows Skills

Key Topics

Participants will cover:

- Project management concepts
- Creating and scheduling new plans and dates
- Resource management concepts
- Project costs
- Multiple projects and workgroups
- Managing project progress

Course Benefits

On completion of this course participants will understand:

- How to identify and describe component features that collectively make up MS Project
- How to practically use MS Project to plan, update and monitor the progression of projects
- The collection of tools available in MS Project as an organisational management system

client testimonial



A very good course giving a good insight into Microsoft packages. It was a worthwhile course in a friendly atmosphere providing excellent information.

Jamie Stewart, **Paradigm**

You may also be interested in...

MS Word

Designed to give participants an introduction, intermediate or advanced knowledge of Microsoft Word to enhance day-to-day capabilities.

MS Access

Designed to give participants an introduction, intermediate or advanced knowledge of Microsoft Access to enhance day-to-day capabilities.