



Course Location:

LEARNSOFT TECHNOLOGY TRAINING CENTER

Torrey Pines Bank Building, 4350 Executive Drive, Suite 100

858-558-7444 | 858-731-8155 (Education Department)

www.agcsd.org

Contact: Becca Schaffer Education Marketing Manager - bschaffer@agcsd.org

Please note the 7 day Cancellation Policy Below

MICROSOFT PROJECT® 2013, INTRODUCTION

This course covers the basics of Microsoft Project, and gets delegates to the point where they can create and begin to track a Project. Course includes: Project Management overview and Introduction to the Project 2013 Interface, planning the project, task entry and task linking, resources and resource entry.

COURSE OUTLINE

PROJECT MANAGEMENT OVERVIEW AND INTRODUCTION TO THE PROJECT 2013 INTERFACE

- New features and edition comparison
- The new user interface with ribbon and Quick Access Toolbar
- Using the new TimeLine feature
- Introduction to Project Views
- Exercise: Opening and viewing a project
- Using the 'Group By' Feature
- Using the 'Highlight Feature
- Viewing and changing the Project Information
- Viewing the Network Diagram
- Applying a filter
- Introduction to Project Management
- Understanding how MS Project helps you plan and adjust your projects
- Project Terminology

PLANNING THE PROJECT

- Defining the Project
- Completing the Project Definition
- Project Planning
- Completing the Project Plan
- Where to begin with MS Project
- Setting the project start date
- Project Properties
- Amending the Standard Calendar
- Creating a New Base Calendar
- Displaying a Specific Calendar on the Gantt Chart
- Saving the New Project File
- Ending a Project Session

TASK ENTRY AND TASK LINKING

- Entering tasks, milestone and summary tasks
- Inserting, deleting and moving tasks
- Adding a recurring task
- Adding a note to a task
- Understanding the new Task Mode in Project 2010
- Working with task durations and relationships
- Using lag time and lead time
- Exercise: Creating a new project
- Creating constraints for tasks in Auto Schedule Mode
- Resolving scheduling conflicts
- Setting a deadline on a task
- Quick Reference

RESOURCES AND RESOURCE ENTRY

- Using the Resource Sheet to enter resources
- Assigning and amending a resource calendar
- Setting Resource Availability Dates
- Understanding Resource Costs
- Assigning resources to tasks using Auto Schedule Mode
- Using Material Resources
- Exercise: Assigning resources to tasks - Manual vs Auto Schedule Mode
- Exercise: Using the Task Inspector and Team Planner to view and change assigned resources
- Baseline your project

Date: January 18, 2017

April 20, 2017

Time: 8:00 am - 4:00 pm

Course Tuition: AGC Members \$275 | Non Members \$325

MICROSOFT PROJECT® 2013, ADVANCED

This course builds on the fundamentals of project management using Microsoft Project, covering more advanced features of the application. Course includes: Managing the project and understanding project views, examining and updating the project, printing and reporting, multiple projects and resource sharing.

MANAGING THE PROJECT

- Management Criteria
- Managing Time
- Examine an Existing Project
- Managing Resources

SPECIAL FEATURES AND ADVANCED ANALYSIS

- Use the Course Development project.
- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing into Project
- 'Grouping'
- Recurring Tasks

TEMPLATES, WIZARDS AND MACROS

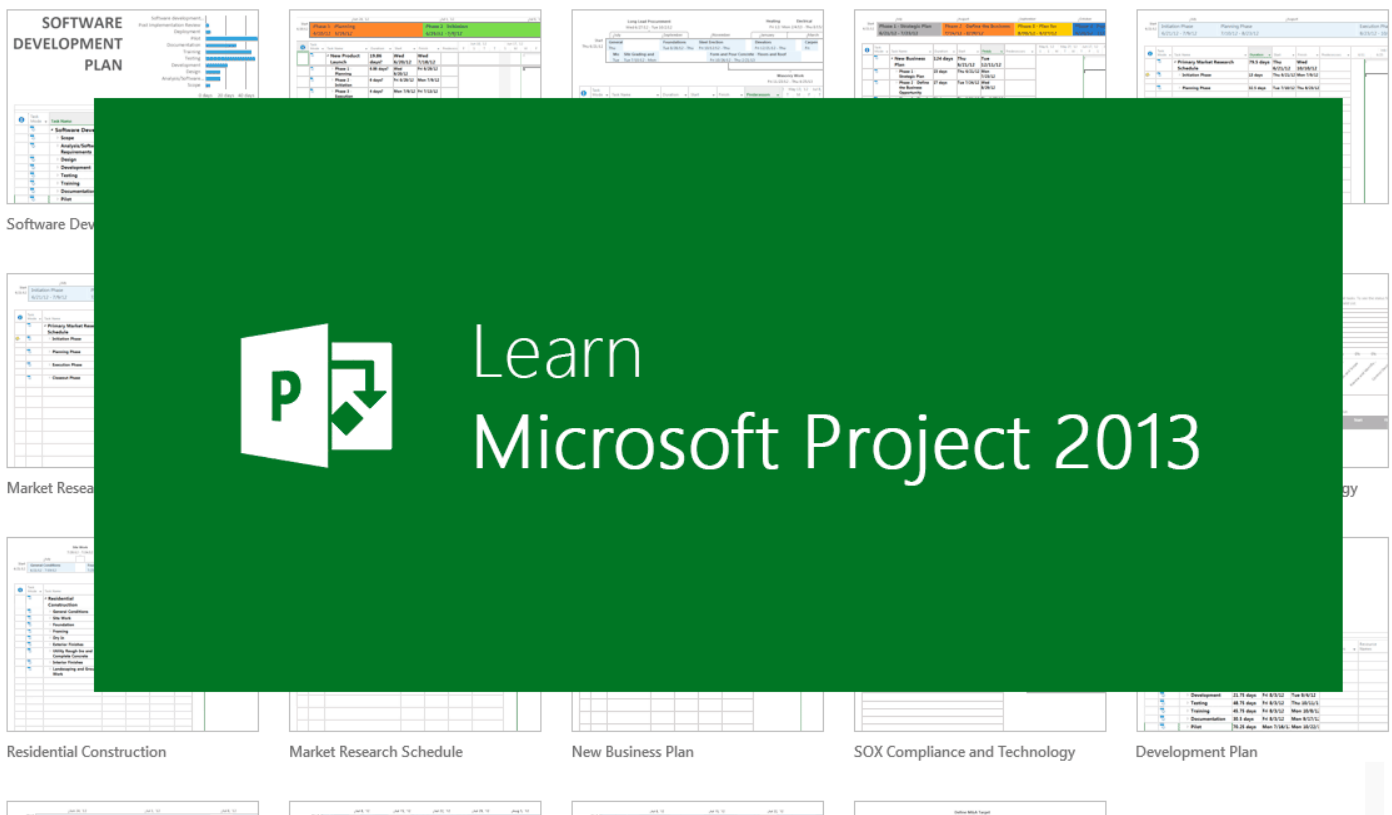
- Templates
- Use a Sample Template
- Global Template

CUSTOMISING MS PROJECT

- Customization
- Custom Reports
- Custom Tables
- Adding Columns to Tables
- Custom Filters

MACROS OVERVIEW

- Macros
- Creating VBA Code
- The VB Editor
- Working with Modules
- Editing Macros Custom Filter Values
- Exercise: Create an Interactive Filter
- Customizing the Ribbon



**Date: February 21, 2017
May 4, 2017**

Time: 8:00 am - 4:00 pm

Course Tuition: AGC Members \$275 | Non Members \$325

INSTRUCTOR: FRANK PIPERATO

PREREQUISITE: Basic knowledge of the windows environment, basic keyboard skills.

COURSE NOTES: Students will use 2013 version in class. Laptop computers and software provided. Breakfast and lunch are not provided.

LOCATION: LEARNSOFT TECHNOLOGY TRAINING CENTER

Torrey Pines Bank Building, 4350 Executive Drive, Suite 100, San Diego, CA 92121

Registration: Online Registration Must be completed WWW.AGCSD.ORG

SPECIAL Cancellations and/or Changes Policy: In partnership with Learnsoft Technologies all Cancellation notification must be received in writing no later than **7 business days** prior to the scheduled course date. Substitute registrants can be named at any time. A full refund - minus a 5% processing fee if paid by credit card - will be given if notification is received by AGC San Diego **7 business days** prior to the course start date. If a cancellation is received within the **7 business day** time frame, or if registrant(s) elects not to attend, attendee will forfeit the entire course fee. Those participants using using AGC Journeyman Trust funds must adhere to the cancellation policy. If a late cancellation or NO SHOW occurs the participating COMPANY and not the AGC Apprenticeship Trust is liable for the tuition.

Payment: Payment can be made online by credit card or PayPal. Master Card, Visa, Discover and American Express are accepted. Checks to be made payable to AGC San Diego. Invoice option is only available for AGC San Diego Chapter members. Full course payment must accompany each registration for all attendees at least seven days prior to the course start date. Contact Inna Alizade in Accounting for payment confirmations, refunds or receipts. inna@agcsd.org