Microsoft Project 365 Level 1 Course Outline

Duration: 1 Day

In today's fast-paced work environment, effective project management is more critical than ever. Microsoft Project 365 stands as one of the leading tools for orchestrating simple to complex projects. Our comprehensive Microsoft Project 365 level 1 beginners training course is designed to equip you with the essential skills you need to manage projects like a pro.

What You'll Learn

- Navigate the Microsoft Project 365 interface and understand project management basics
- Manage project timelines and working hours using calendars
- Add and track tasks, including milestones and summary tasks
- Allocate resources and level workloads effectively
- Share, export, and print project plans

Course Prerequisites

This is a beginners training course, so no advanced skills are required—just a willingness to learn! To make the most of your training experience, we recommend:

- **Basic computer skills:** Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device.
- **Internet know-how:** Confidence in accessing the internet and downloading files as needed

Full Course Outline

Getting Started with Project 365

Project management 101
Navigate and customise the Microsoft 365 Project interface
Add tasks to a project
Add resources to a project
Save a project

Working with Project Calendars

Manage project time frames
Change working time

Working with Project Tasks

Manage project tasks
Add summary tasks and milestones

Working with Project Resources

Manage project resources
Allocate and level work resources

Delivering a Project Plan

Print project views
Share projects
Export projects

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.