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**Introduction to Microsoft Project Basic**

**Sunday October 03, 2021**

**9:00 AM-2:00 PM BC, 10:00 AM-03:00 PM Alberta, 12:00 Noon-05:00 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this Full Day Information Session is $10.00**

**Participants will acquire basic knowledge on how to effectively use Microsoft Project**

**Course Outline**

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| **Understanding Project Management*** Project Planning
* Managing Schedules
* Using Resources
* Tracking Time
* Providing Project Status Reports

**Getting Started with Project*** Navigating the Project Environment
* Creating and Saving a Project
* Defining a Project

**Understanding Task Dependencies*** Successor Tasks
* Predecessor Tasks
* What are the Different Dependencies?
* What is Lag Time?
* What is Lead Time?
* What are Milestones
 | **MS Project Views*** Gantt View
* Task View
* Resource Sheet View

**Entering and Working with Data*** Entering Schedule Data
* Assigning Resources to Tasks
* Resource Levelling
* Working with a Critical Path
* Reporting
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**Free Online resources**

[**https://www.youtube.com/watch?v=5v\_42\_4Vl2o**](https://www.youtube.com/watch?v=5v_42_4Vl2o)

**Advanced Registration with Pre-Payment Required**

<https://iicanada.org/form/introduction-microsoft-project> (Oct 3)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit the digital Al-Akbhar for more information\*\***