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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 |

**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\*\***