

## Microsoft Project – Working with Tasks & Resources

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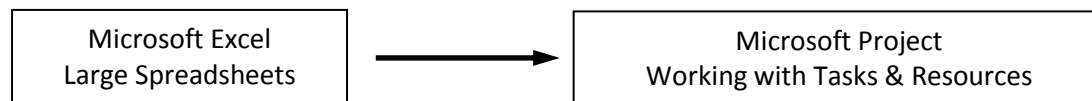
### Audience

This course is designed for users who need to work with both tasks to create a Gantt Chart and also need to assign and manage their resources within Microsoft Project.

### Duration

6 hours

### Prior Learning Segment



To gain the most from this course you will have some knowledge of project management methodology as well as good skills in moving about and managing data in Excel.

### Key Learnings

- How Project holds data
- Setting up a Project Calendar
- Entering and managing Tasks
- Entering and assigning Resources
- Resolving Over allocations
- Resolving Time Issues
- Tracking

### Learning Outcome(s)

At the end of this course you will have knowledge to create a Gantt Chart with both tasks and resources, and manage the Gantt Chart on an on-going basis.