



Microsoft Project

Duration : 30 Hours (Flexible)	Course Fees and Start Dates
Maximum Class Size : 8 Students	For the latest start dates and course fees visit www.edenhousecomputing.co.uk

The Microsoft Project is designed to help learners with the basics of Microsoft Office Project. This series explains how to set up a project; manage project files; create a task list; schedule tasks; view a schedule; define and assign resources and costs; track a project; and analyze progress and revise a schedule.

The study session will be supported by qualified teachers with set lessons. Students studying towards a Microsoft (MOS Certification) or the ECDL (European Computer Driving License) qualifications will find this course to provide excellent preparation for the respective modules. These are internationally recognized qualifications demonstrating that you have the skills needed to use the most common computer applications efficiently and productively.

- Great for your CV
- Ideal for Office Staff
- Maximum Class Size: 8 Students
- Course Duration: 30 Hours (Flexi-Time)
- Study Method: [Tutor Supported Interactive Sessions](#)
- Create your own timetable by choosing to attend any number of sessions per week until you have used up your 30 hours
- We have three daytime class time to choose from: Morning, Lunchtime or Afternoon. Each class is 3 hours in duration.

	Mon	Tue	Wed	Thu	Fri
09:00 - 12:00					
12:00 - 15:00					
15:00 - 18:00					

Basic / Intermediate MS Project – £150

For upcoming dates see www.edenhousecomputing.co.uk

To book your place, please contact us on ecd1@edenhouse.co.uk or call 0845 643 9 346



Microsoft Project 2003 / 2007

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Programme Developed For

This series is for anyone who wants to get the most out of using Microsoft Office Project.

Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Programme Focus

- Learning the Basics
- Setting Up a Project
- Managing Project Files
- Creating a Task List
- Scheduling Tasks
- Viewing a Schedule
- Defining Resources and Costs
- Assigning Resources and Costs
- Tracking a Project
- Analyzing Progress and Revising the Schedule

Certification and Further Progression

Participation Certificate, Microsoft Certification