



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised Training & Consulting

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Microsoft Project

✓ Step 1 – Select Product

Application – Microsoft Project

Platform – Microsoft Windows

Versions – 2013, 2016, 2019

Level – 1,2,3

Location – Client site

Prerequisites:

- Basic Keyboard Skills
- Basic Excel Skills

What do you get:

- ✓ Experienced & qualified facilitator
- ✓ Targeted course outline
- ✓ Printed Courseware
- ✓ Electronic Certificate
- ✓ Digital Badge for LinkedIn profile
- ✓ Free 6 month email support

- ☐ Resource Costs
- ☐ Sharing Resources
- ☐ Reporting on Resources

Level 3

- ☐ Customising Project
- ☐ Import and Export Data
- ☐ Assorted Tricks
- ☐ Macros

✓ Step 3 – Contact CTC

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Based on your chosen Product and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!

✓ Step 2 – Select Topics

Topics

Level 1

- ☐ Exploring Project
- ☐ Before Entering Tasks
- ☐ Tasks and Durations
- ☐ Relationships Between Tasks
- ☐ Costs, Baselines and Tracking
- ☐ Reporting
- ☐ Sharing Data with Other Office Programmes

Level 2

- ☐ Create a Resource Pool
- ☐ Assign Resources
- ☐ Level Over-allocated Resource