Microsoft Project 2016/2013 – Basic Course

Course code: MSPRO1a

This course is designed for all, who want to work with Microsoft Project. Students will meet the project planning and supervision theory. They will learn to prepare the project plan, insert tasks, solve the source overloading, edit and debug the plan. This course is suitable for users of every version of Microsoft Office products. Project is a well-matured application and control of its interface has not changed significantly since the 2013 version. There will be 3 latest Project versions installed in each classroom in case the users would like to work with the version they are accustomed to. The student's books of appropriate versions will also be available.

Affiliate	Duration	Course price	ITB
Praha	3	8 700 Kč	0
Brno	3	8 700 Kč	0
Bratislava	3	375 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
20.04.2026	3	375 €	Presence	CZ/SK	GOPAS Bratislava
13.05.2026	3	8 700 Kč	Presence	CZ/SK	GOPAS Praha
03.06.2026	3	8 700 Kč	Online	CZ/SK	Online
03.06.2026	3	375 €	Online	CZ/SK	Online
08.06.2026	3	8 700 Kč	Presence	CZ/SK	GOPAS Brno

The prices are without VAT.

Who is the course for

This course is assigned for all, who want to familiarize with Microsoft Project and prepare and control different kinds of projects. The training is suitable for all self-tought who already work with MS Project, but only use the basic functions and want to expand their skills for resource planning and monitoring their load in the project.

What we teach you

You will learn the basic planning theory, to initialize the project file, prepare the structure of project, insert new tasks, enter their time constraints and interdependencies, identify and assign the necessary resources to understand the logic of calculation work and its influence on subsequent changes to the plan. Locate and solve resource overallocation, check costs, save baseline, update and trace project progress, assess variances. Furthermore, the participants try different outputs from the project and will learn how to create and modify new views, tables, fields. Participants will check new knowledges using various case studies.

Required skills

Basic knowledge of Windows

Course outline

Introduction

- Basic notions
- Microsoft Project Enviroment

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Establishing project
- Project initialization
- Working time configuration - calendars

Work with tasks
- Automatic/manual tasks
- Task definition
- Project Outline
- Tasks bindings
- Task constraings and deadlines
- Timeline
- Critical path of project

Work with resources
- Resource types (material, employees, cost)
- Resource definition
- Resource time constraints
- Resource allocation
- Resource load monitoring
- Resource overloading solving
- Team planner

Costs
- Costs types
- Task costs, source costs, project costs
- Time-ordered data

Project startup and management
- Baseline settings
- Solving plan changes
- Project monitoring
- Reports, analysis, charts

Multiple projects cooperation
- Source sharing
- Projects bindings

Enviroment modification
- Tables, Views, filters, groups definitions
- Work with templates
- Own field creating
- Own calculations
- Report modifications

Export and import

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