

## Microsoft Office Project



### Short Course

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- Understand and control project schedules and finances
  - Effectively communicate and present project information
  - Get productive quickly

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Effective use of Microsoft Office Project gives you robust project management tools with the right blend of usability, power, and flexibility, so you can manage projects more efficiently and effectively. You can stay informed and control project work, schedules, and finances, keep project teams aligned, and be more productive through integration with familiar Microsoft Office system programs, powerful reporting, guided planning, and flexible tools.

The course content includes Gantt charts, network diagrams, resource allocation and budgeting and is delivered by an industry specialist in Microsoft Applications

Starting on Tuesday 27th April to 25th May (5 weeks), 1 week of w/c 31st May, then finish with the 8th and 15th June = 8 weeks (24 hours)

Cost: £400

Location: Infirmary Road

To enrol telephone 01246 500553