Course duration

- 1 day

Course Benefits

- Learn to navigate the admin center.
- Learn to set up calendars.
- Learn to set up resources.
- Learn to set up columns.
- Learn to set up templates and reports.

Course Outline

1. Admin Center Overview
2. Creating and Editing Users
   1. Understanding License
   2. Permission Levels
   3. Users vs Resources
3. Setting Up Organization Data
   1. Calendars
      1. Project
      2. Resource
   2. Resource Lists
   3. Shared Columns
   4. Templates
   5. Reports
   6. Custom WF
4. Maintenance
   1. Maintaining Server Health

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *would be useful* for this Microsoft Project class:

Experience using Microsoft Project as an end user.

Prerequisite Courses

Courses that can help you meet these prerequisites:

- [Project Online for End Users](#)