uCertify

Course Outline

Microsoft Project 2019



28 Mar 2024

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3. Exercises, Quizzes, Flashcards & Glossary

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4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
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   Chapter 1: Introduction

   Chapter 2: Fundamentals

   Chapter 3: Starting a new project schedule

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   Chapter 5: Working with resources

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Here's what you get

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1. Course Objective

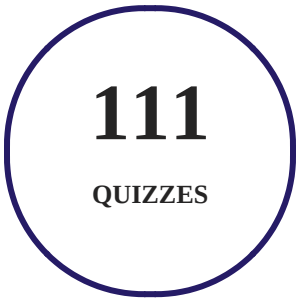
Enroll yourself in the Microsoft Project 2019 course and lab will help you learn everything about the MS Project application. This Microsoft Project training is designed for professionals and students who have some prior knowledge of project management procedures and practices, and want to use Microsoft Project to apply it. With this Microsoft project course, you will learn how to consolidate projects using master projects and sub-projects, work with the project server and the quick access toolbar, and more.

2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

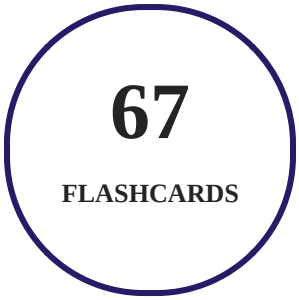
3. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.



4. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



5. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



6. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution

2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform
    2. Best Instructional Solution in Other Curriculum Areas
    3. Best Learning Relationship Management Solution

- **2019**
    1. Best Virtual Learning Solution
    2. Best Content Authoring Development or Curation Solution
    3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

10. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Introduction

Chapter 2: Fundamentals

- Module A: Setting default options
- Module B: Exploring the Project environment
- Summary

Chapter 3: Starting a new project schedule

- Module A: Project schedule templates, calendars, and workflow

- Module B: Tasks, durations, and milestones
- Summary

Chapter 4: Task types, effort-driven scheduling, and task constraints

- Module A: Task types
- Module B: Lag time and lead time
- Module C: Task constraints
- Summary

Chapter 5: Working with resources

- Module A: Resource types
- Module B: Resource calendars
- Module C: Assigning resources
- Summary

Chapter 6: Managing the project schedule

- Module A: The critical path and the project baseline
- Module B: The tracking Gantt chart and updating tasks
- Summary

Chapter 7: Printing reports

- Module A: Views and dashboards
- Module B: Other reports
- Summary

Chapter 8: Introduction

Chapter 9: The Quick Access Toolbar and advanced calendar topics

- Module A: The Quick Access Toolbar
- Module B: Advanced calendar topics
- Summary

Chapter 10: Working with tasks

- Module A: Task notes, task deadlines, and task priorities
- Module B: Miscellaneous task features and functions
- Summary

Chapter 11: Working with resources

- Module A: Grouping, sorting, filtering, and highlighting resources

- Module B: Resource working time and resource pools
- Module C: Resource budget cost items
- Summary

Chapter 12: Managing the project schedule

- Module A: Multiple baselines and interim plans
- Module B: Setting and using a status date
- Module C: Resolving resource conflicts and scheduling issues
- Module D: Delaying a task
- Summary

Chapter 13: Other views and shortcuts

- Module A: The Task Form, Task Details Form, and Task Name Form
- Module B: The Resource Form
- Module C: Compound views and the Relationship Diagram
- Summary

Chapter 14: Working with multiple projects and project integrations

- Module A: Consolidating multiple projects

- Module B: Project Server, Project Online, and SharePoint
- Summary

Chapter 15: Working with Project data and closing out a project

- Module A: Working with Project data
- Module B: Closing out a project
- Summary

11. Practice Test

uCertify provides full length practice tests. These tests closely follow the exam objectives and are designed to simulate real exam conditions. Each course has a number of test sets consisting of hundreds of items to ensure that learners are prepared for the certification exam.

Here's what you get

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PRE-ASSESSMENTS QUESTIONS	FULL LENGTH TESTS	POST-ASSESSMENTS QUESTIONS

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

12. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

Lab Tasks

Fundamentals

- Setting Tasks in All New Projects as Auto Scheduled
- Opening a Project

Starting a new project schedule

- Creating a Project Schedule from a Template
- Creating a New Base Calendar and Adding a Holiday
- Setting Up the Initial Project Workflow
- Entering and Promoting a Summary Task
- Deleting a Task
- Inserting a Task
- Adding a Recurring Task
- Configuring the Project Timescale

Task types, effort-driven scheduling, and task constraints

- Changing Task Types and Setting the "Effort driven" option
- Setting Lag Time and Lead Time for Project Tasks
- Setting Task Constraints

Working with resources

- Entering Resources and Related Information
- Creating, Modifying, and Applying a Resource Calendar to a Project
- Assigning and Working with Resources

Managing the project schedule

- Setting a Project-Schedule Baseline
- Updating Tasks' Percentage of Completion
- Updating the Actual Start Date in the Tracking Gantt View
- Splitting a Task in the Tracking Gantt View
- Inactivating a Task in the Tracking Gantt View

Printing reports

- Creating and Printing a Dashboard Report
- Creating and Printing a Resource Report
- Creating and Printing a Costs Report
- Creating and Printing an In Progress Report

The Quick Access Toolbar and advanced calendar topics

- Adding and Moving Quick Access Tools
- Creating and Implementing a 24-hour Calendar
- Implementing a Task Calendar

Working with tasks

- Adding and Formatting Task Notes
- Setting a Task Deadline
- Setting Task Priority
- Sorting Tasks
- Filtering Tasks
- Adding Fixed Cost to Tasks

Working with resources

- Setting Working Time For Specific Resources
- Creating a Resource Pool
- Sharing a Resource Pool
- Setting Up a Task Usage View
- Creating a Budget Cost Resource
- Creating a Budget Work Resource
- Creating a Budget Material Resource and Assigning It to the Project Summary Task

Managing the project schedule

- Setting Multiple Project Baselines
- Using a Status Date to Update a Project Schedule
- Using Resource Leveling to Manage Overallocated Project Resources
- Delaying a Task

Other views and shortcuts

- Implementing the Relationship Diagram in a Compound View

Working with multiple projects and project integrations

- Consolidating Projects

Working with Project data and closing out a project

- Copying the Timeline to a PowerPoint Presentation
- Annotating a Project Schedule View
- Exporting Project Data to Excel
- Capturing and Using Project Data in PowerPoint
- Creating a Cost Overruns Report with Headers and Footers
- Creating a Template File from a Project

Here's what you get

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LIVE LABS

13. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

GET IN TOUCH: