



MS PROJECT SOFTWARE TRAINING

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MS PROJECT SOFTWARE TRAINING

Microsoft Project is one of the most widely used tool in project management community for scheduling and tracking projects across industries. Microsoft Project is now the mandatory skill for a professional to play the role of project manager.

This MS Project training will teach you how to initiate a project with MS Project, how to create a meticulous WBS, how to manage dependencies, how to define and allocate resources, how to optimize schedule and resources, how to find which resources are over allocated and which are free, how to set and manage baseline, various methods of tracking the projects and how to generate tabular, text and graphical reports.

WHO NEEDS THIS COURSE?

- This entry-level course typically attracts attendees looking to develop an understanding of the MS Project Software.
- It is recommended that individuals have basic experience with the Windows operating system and some understanding of Project management.
- It is recommended to individuals who would like to start working as a Project coordinator, Project Manager or Project Assistant or any position related to Project Management

COURSE OUTLINE (MICROSOFT PROJECT):

- Introduction of Sketchup
- Opening SketchUp
- Toolbars
- Shortcut Keys
- Drawing Tools (Line, Rectangle, Square, Push/Pull, Circle, Polygon, Arc)
- Eraser, Tape Measure, Protractor
- Selection option Move and Copy
- Selection option Rotate and Copy
- Scale, Offset, Axes
- Displaying and Smoothing Edges
- Intersect Faces and Follow Me
- Making Multiple Copies
- (Internal Arrays Non-Orthogonal and Multiple Rotated Copies)
- Simple Roofs and Dormers
- Groups and Components
- Painting, Materials, and Textures
- Sun and Shadows
- Adding Text and Dimension
- Interface of Sketchup
- SketchUp Screen
- Viewing Tools
- Selection option

ABOUT US

YourOwn Institute of Training & Professional Development is established in May 2021 with the approval from DED & KHDA-Dubai.

A set of experienced Educational Experts, world class Trainers and Professional consultants who know the need and pulse of the working force, are behind this venture. This Institute is developed after doing immense market survey from the working force and the Corporates. We collected feedback from them and realised what they want exactly to upgrade in their professional career.

As the name suggests it is 'YourOwn Institute'. We are committed 100% Customer happiness. Excellent consultation, career counselling based on TNA and world class training are our highlight.



We at YOI, offer you a wide range of Professional courses. Whichever field you are working, we have a course for your Professional Development. We provide a complete exam preparation for Professional courses like ACCA, CIMA, CMA, CPA, CIA, CFE, CAMS, IATA courses, international HR Certifications, PMP, Six Sigma, NCMA programs and many more. Besides these, we have KHDA certificate

programs on Airline and travels, Accounting and finance, Engineering, IT, Languages, Logistic and Supply chain and courses related to Management. All these courses are approved globally and attracts employment opportunities from Multinational companies.

We at YourOwn Institute also provides excellent coaching and training for the Corporates. We have a team of Professionals who can tailor made and customize the programs for you in a very affordable budget and we guarantee your satisfaction as an end result. We also offer you one day and two-day workshops to upgrade the skills of your employees.

We are offering both Online and on-site classes. We are open to conduct the classes at our premises, your company premises, Hotels or any venue according to your convenience. We guarantee on quality and satisfaction on every situation.

Please walk-in to our office and feel the difference in customer service and get your dream course and Certifications.

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