

# Jumping Bean Training Ltd

*Training with Energy!*

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## Clever Bean

### Microsoft Project

**By the end of this course delegates will be able to use Project to create simple projects and track existing projects in the workplace.**

#### **What will I learn?**

- You will be able to correctly add Tasks to your project plan
- You will be able to correctly link the tasks in an appropriate way
- You will be able to correctly create relevant resources for your project and assign work to them
- You will be able to correctly create a “baseline” and describe its purpose
- You will be able to correctly create reports to share with relevant people in your organisation

#### **What do I need to bring?**

A basic knowledge of Windows. This is a fast track course for learners who enjoyed a faced paced learning environment. If you are not happy with this then consider our 2 day Growing Bean course.

#### **What is the cost?**

This is a one day classroom based course and costs £200 which includes an amazing lunch and a published book to keep.

#### **When can I go?**

This course is run on a regular basis. Please contact us or see the course schedule on our website for further details.

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