**MS Project**

Microsoft Project is a project management software program developed and sold by Microsoft, designed to assist a project manager in developing a schedule, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads.

**(Session 3)**

**Tasks to be learned in third session are:**

1. How to add overtime for any particular task
2. Set baseline
3. View and understand tracking Gantt
4. View and understand tracking table
5. View and understand work table
6. How actual work and planned work differ when development is ongoing (By changing the start date)
7. How to show the completion of a task using % option
8. How to show completion of a task by changing the value of “how much hours of work are done”
9. What is the impact of changing the remaining time (a severe effect)
10. How to split a task

**(Session 4)**

**Tasks to be learned in fourth session are:**

1. How to view critical path and critical tasks
2. How to reduce project duration using critical path
3. How to add some tax on cost
4. How to adjust some basic and advanced formatting
	1. Simple font
	2. Text style
	3. Grid lines
	4. Bar styles
	5. What can be added to left, right, top and bottom of a bar
5. How to view different types of reports
6. How to view visual reports
7. How to send a file
8. How to create a PDF of a file