

uCertify

Course Outline

Microsoft Project 2021



04 Aug 2025

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3. Exercises, Quizzes, Flashcards & Glossary
Number of Questions
4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
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8. Chapter & Lessons

Syllabus

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Chapter 2: Project Management Basics

Chapter 3: Introducing Microsoft Project

Chapter 4: Establish a Strong Foundation

Chapter 5: Set Up the Project and Tasks

Chapter 6: Build the Schedule

Chapter 7: Set Up Resources

Chapter 8: Assign Resources to Tasks

Chapter 9: Check and Adjust the Project

Chapter 10: Track Project Information

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1. Course Objective

Learn how to effectively manage your projects through the basics of Microsoft Project capabilities. The course Microsoft Project 2021 focuses on the best and easiest ways to use Project to plan, schedule, manage resources, track progress, and view and report project information. This course consists of 14 lessons, each of which includes learning objectives, major concepts, step-by-step procedures, key terms, knowledge checks, and quizzes. It also includes assessment questions and live labs to provide you with a hands-on experience in Microsoft Project 2021.

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.

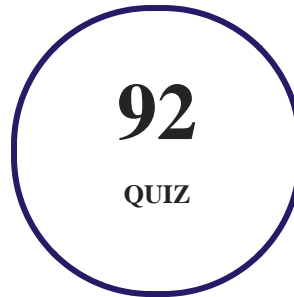
3. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

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EXERCISES

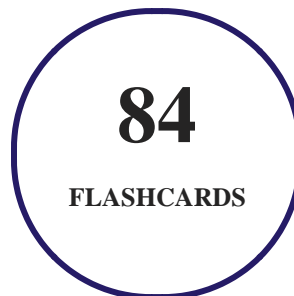
4. Quiz

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.



5. 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.



6. 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.



7. 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.

8. 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.

9. 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.

10. 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

11. 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

- Who Will Benefit Most from This Course
- Features

Chapter 2: Project Management Basics

- Projects and Project Managers
- The Project Triangle
- Project Processes
- Project Management Methodologies
- More About Project Management

Chapter 3: Introducing Microsoft Project

- How Microsoft Project Helps
- Microsoft Project Solutions
- Touring the Microsoft Project App
- Get Help with Project

Chapter 4: Establish a Strong Foundation

- Initiate the Project
- Start Planning
- Organize Project Plan Documents
- Set Milestones

Chapter 5: Set Up the Project and Tasks

- Start a New Project Plan
- Set the Project Start Date
- Enter Task Names
- Sequence Tasks
- Organize the Task Outline

Chapter 6: Build the Schedule

- Decide on Automatic Scheduling
- Get to Know the Gantt Chart
- Enter Task Durations
- Link Dependent Tasks
- Schedule Sprints for an Agile Project
- Identify Any Hardwired Dates
- Enter Deadline Reminders
- Use Project and Task Calendars

Chapter 7: Set Up Resources

- Add Resources to the Plan
- Enter Resource Costs
- Refine Resource Unit Availability
- Customize Resource Calendars

Chapter 8: Assign Resources to Tasks

- Assign Work Resources to Tasks
- Assign Material Resources to Tasks
- Assign Cost Resources to Tasks
- Review Resource Assignments
- See Task Costs from Assignments
- Change Assignments

Chapter 9: Check and Adjust the Project

- Check the Project Finish Date
- Check Costs
- Check Resource Assignments
- Set the Project Baseline

Chapter 10: Track Project Information

- Collect Progress Information
- Enter Actuals in a Waterfall Project
- Update Status in an Agile Project
- Respond to Changes

Chapter 11: View Project Information

- See the Data You Need
- Change Columns in a Sheet View
- Print a View
- Work with More Views

Chapter 12: Customize Project Information

- Customize a Sheet View
- Customize a Gantt View
- Customize a Board View
- Set Options and Preferences

Chapter 13: Report Project Information

- Work with Reports
- Work with Dashboards
- Create a New Report or Dashboard
- Print a Report

Chapter 14: Obtain Project Acceptance

- Present the Project to the Sponsor
- Secure Official Project Sign-Off
- Celebrate With Your Team

Chapter 15: Retain Project History

- Document Lessons Learned
- Archive Project History

12. Practice Test

Here's what you get

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PRE-ASSESSMENTS QUESTIONS

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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.

13. 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

Establish a Strong Foundation

- Attaching a Document to a Project Plan

Set Up the Project and Tasks

- Adapting a Project Template
- Creating a New Blank Project
- Setting the Project Start Date
- Working with Tasks on the Task Sheet

Build the Schedule

- Setting Calendar Options
- Setting Deadlines

Set Up Resources

- Switching to the Resource Sheet
- Customizing Resource Calendars

Assign Resources to Tasks

- Assigning Work Resources to Tasks
- Assigning Material Resources to Tasks
- Assigning Cost Resources to Tasks
- Replacing a Resource Assignment

Check and Adjust the Project

- Adding the Project Entry Bar to the Project
- Setting a Project Baseline

View Project Information

- Sorting Project Information by a Specific Field
- Adjusting the Timescale
- Highlighting Project Information by a Specific Field
- Adding Columns to a Sheet View
- Printing the View as a PDF File

Customize Project Information

- Changing the Text Wrapping in a Sheet View Column
- Changing Text Alignment in a Sheet View Column
- Modifying Text Styles in a Sheet View
- Formatting Text for an Entire Sheet View
- Formatting Individual Text in a Sheet View
- Changing the Color Combination of all the Gantt Bars in a Gantt View
- Changing the Color of an Individual Gantt Bar
- Adding Text to the Timescale Area of a Gantt View

Report Project Information

- Creating a New Report

Here's what you get

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LIVE LABS

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VIDEO TUTORIALS

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MINUTES

14. 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.

You can't stay away! Get

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