

# MICROSOFT PROJECT LEVEL 1 COURSE



## LESSON 1

**FRIDAY, APRIL 26 | 11:00 AM - 12:30 PM PST | VIA ZOOM**

## LESSON 2

**THURSDAY, MAY 2 | 11:00 AM - 12:30 PM PST | VIA ZOOM**

## LESSON 3

**FRIDAY, MAY 10 | 11:00 AM - 12:30 PM PST | VIA ZOOM**

## LESSON 4

**FRIDAY, MAY 17 | 11:00 AM - 12:30 PM PST | VIA ZOOM**

Join us for our Microsoft Project Level 1 Course taught by Microsoft Certified professional, James Law. This course will be divided into 4 lessons. Lesson 1 will provide training on getting started with Microsoft Project, identifying project management concepts and navigating the desktop environment. Lesson 2 will cover defining a project and adding project tasks, and Lesson 3 will train on managing tasks. Lesson 4 will conclude this course with training on managing project resources and finalizing a project plan with an industry example project.

**To RSVP, please email Rowanne Khafagy at [rkhafagy@thewpcca.com](mailto:rkhafagy@thewpcca.com)**