

# Project Tutor

factsheet

## Get flexible learning just the way you want it

We're well aware that people learn in different ways. Some like things shown to them, others want to practice things for themselves. Whatever your preference, Project Tutor has you covered. Watch audio/video movies and then practise for yourself using real data. Put planning theory in practice, review keyword definitions or use quizzes to test what you've learnt. The choice is yours.

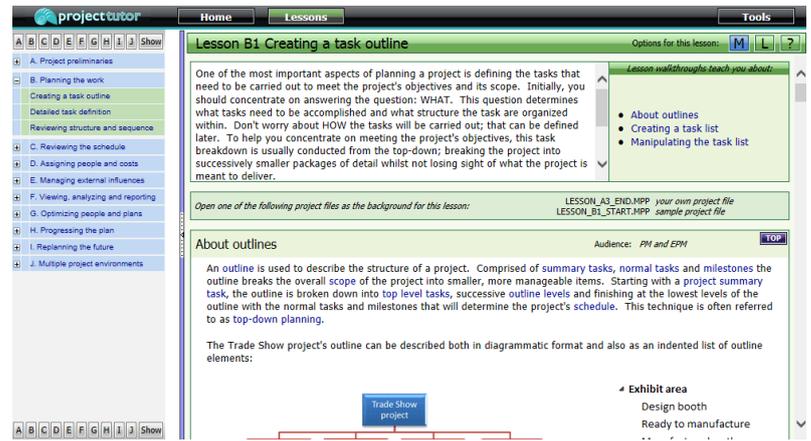


Supports Microsoft Project 2016, 2013, 2010, Standard & Professional, Project Online Professional.

Managing projects can be tough. Learning Microsoft Project shouldn't be.

## Get the project planning background

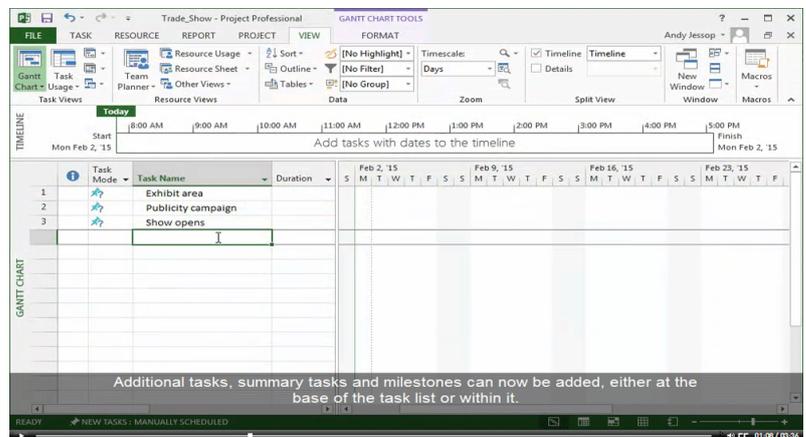
Have you ever needed to relate Microsoft Project functionality to background project planning theory? Now you can. Spread across Project Tutor's thirty lessons, you'll find detailed explanations about best-practice planning techniques in subjects ranging from task outline creation to creating programmes of work with shared resource pools. Naturally, Project Tutor will also explain all the necessary theory in between.



The image above explains how an outline of summary tasks, subtasks and milestones is structured. Step-by-step instructions further down the lesson show how this technique is accomplished within Microsoft Project.

## Let audio/video movies show you how

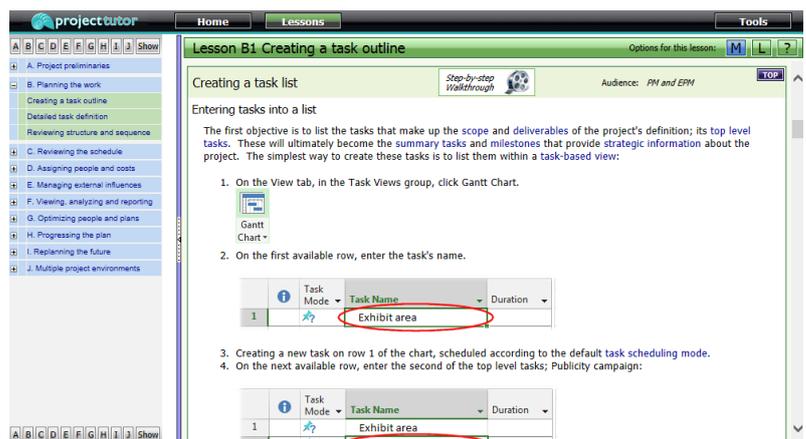
Would you like a Microsoft Project procedure or technique demonstrated to you before you practice it for yourself? Let Project Tutor's walkthrough movies show you how. With several hours of audio/video demonstrations, all broken down into bite-sized sections, everything you need to know is shown to you by an acknowledged subject matter expert. Complemented by closed captioning, you'll see clearly how things are done, together with concise explanations to put it all in context.



The image above shows the first walkthrough movie in Lesson B1. Showing you how to create a task outline, you will see best-practice Microsoft Project explained in a clear step-by-step format.

## Learn skills and abilities step-by-step

After a walkthrough movie has shown you how, now just try it for yourself. Follow step-by-step instructions and learn as you experience, using pre-defined sample data or data that you have created in previous lessons to consolidate your understanding. Below each walkthrough, review carefully-selected hints and tips to add that extra value to what you're learning.



The image above shows 1-2-3 instructions for you to follow using Microsoft Project. These instructions follow each walkthrough's audio/video movie.

## Understand what it all means

Within Project Tutor you'll find a comprehensive terminology listing. Comprising more than 700 keyword definitions, each of which are themselves interlinked, you're only one click away from a detailed glossary of keywords and their meanings. Context-sensitive keyword links can be found throughout every lesson so that you can immediately find out what you need to know and demystify Microsoft Project. A single click takes you back to where you were.

The screenshot shows the Project Tutor interface. On the left is a sidebar with a navigation menu listing lessons from A to J. The main content area is titled 'Lesson B1 Creating a task outline'. It contains several sections: 'Keyword definition', 'Page Break', 'Page Setup', 'Pairwise Comparison', 'Pan and Zoom', 'Parallel Assignments', 'Resource Usage view', 'Parametric Estimating', 'Password', 'Path Convergence', and 'Path Divergence'. The 'Resource Usage view' includes a table:

Gantt Chart view		Resource Usage view			
Task	Resource	40 hrs	24 hrs	16h	8h
Task A	Resource 1	Work	8h	8h	8h
Task B	Resource 1	Work	8h	8h	8h

The image above displays one of over 700 keyword definitions; accessed by clicking a keyword hyperlink from within a lesson. Related definitions can be found by clicking on keyword hyperlinks. Returning to the lesson just takes a click of the L button on the title bar.

## Let quizzes test your understanding

When you complete a lesson, just test yourself with a simple quiz. The answers that you receive will confirm what you have learnt, consolidating your knowledge in the process. Moving on to your next lesson is just one click away.

The screenshot shows the Project Tutor interface for Lesson B1. It features a task outline table:

13	Hold team briefing	
14	Ship to venue	
15	Construct booth	
16	Show opens	0 days

Below the table is a 'Lesson quiz' section with three questions:

- Why must you select a task by its row heading in order to drag it from one row and drop it upon another?
- How do you change an existing task into a milestone, and must milestones be positioned at the top level of a project's outline?
- If a task has been indented incorrectly, how can you return it to its correct position within the project's outline?

At the bottom, there are buttons for 'Mark As Complete', 'Module', and 'Next Lesson'.

The image above shows the quiz that concludes Lesson B1. Once a lesson has been finished, it can be marked as completed and sample data saved to disk. Displaying a successive lesson just takes a simple button click. Completed lessons are highlighted within a navigator pane.