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**Pre Training Assessment**

**Microsoft Project**

At Reboot Computer Training, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Company:** |  | **Phone:** |  |

Please indicate which of the following skills and/or features of Project you feel confident about by ticking the relevant boxes.

**Project Introduction**

[ ]  Know the main Project screen and ribbon

[ ]  Insert tasks & delete tasks

[ ]  Move tasks.

[ ]  Organise tasks in a logical sequence

[ ]  Create summary tasks.

[ ]  Create task dependencies

[ ]  Define task deadlines

[ ]  Create work resources

[ ]  Create material resources

[ ]  Use the Network Diagram View

[ ]  Assign resources to tasks

[ ]  Control resources assignment

[ ]  Show the Critical path on the Gantt Chart

[ ]  Create a Summary report

[ ]  Setup the Gantt chart for printing

**Submit your completed form:**

Email as an attachment to **admin@reboottraining.co.nz**