**A logo for a computer training

Description automatically generated**

**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**](mailto:admin@reboottraining.co.nz)