



*Become a:*  
**Microsoft Project Pro**  
*with Skilltec Training*



# Start your learning journey

Microsoft Project is more than just software; it's a **global force**. With 20 million users and a copy sold every 20 seconds, its impact in the workplace is undeniable.

Our courses empower your team with the software know-how to create better project outcomes. If our Microsoft Project training sounds like it could benefit your team, we would love to hear from you!

Over 80% of our customers book multiple sessions with us and we enjoy building these long lasting professional partnerships. We also offer unlimited post course support and 'free forever' course workbooks, ensuring your team always has a reliable place to seek help.



[www.skilltec.co.uk](http://www.skilltec.co.uk)



[enquiries@skilltec.co.uk](mailto:enquiries@skilltec.co.uk)



01752 227330





# Our Microsoft Project Training

We've discovered that people excel when guided by an expert tutor. That's why we exclusively offer this highly effective approach. With small class sizes (up to 8 people), each participant gets personalised attention, making it easy to ask questions tailored to their specific roles. Read for more info about our MS Project training levels:



**Microsoft Project Level 1**

In this introductory course you will learn to create & manage project schedules in Microsoft Project. Gain skills in setting up projects, tasks, resources, & exploring views & printing options.

[Read the full Course Outline >>](#)



**Microsoft Project Level 2**

Advance your Microsoft Project skills with in-depth features & Office app integrations. Learn baselines, update & monitor progress, analyse & adjust plans, handle delays, conflicts, and import/export data effectively.

[Read the full Course Outline >>](#)



**Microsoft Project Level 3**

Enhance your Microsoft Project skills by learning how to manage multiple projects and shared resources. You will gain a deeper understanding of managing costs and advanced options for updating projects.

[Read the full Course Outline >>](#)



**Microsoft Project Level 4**

In this advanced course, you'll learn customisation, data exchange with other applications, reusing project info, creating custom fields, filters, tables, views, Excel data importation, and macro automation.

[Read the full Course Outline >>](#)



## Meet our Trainers

We are proud to have two fantastic in-house MS Project trainers, Nikki and Jo. With a combined experience of 20+ years perfecting our IT Office Applications training programme, they are the driving force behind our success.



Nikki is an experienced and dynamic Microsoft Certified Trainer (MCT) who has been training for more than 20 years.

[Read Nikki's full Profile >>](#)



Jo has a strong background in Administration and Training and she brings her extensive working knowledge of the MS Office suite.

[Read Jo's full Profile >>](#)

*"Jo is amazing with her knowledge and friendly manner. Great tutor"*  
Callum @ Andrew Scott

*"Good course, good pace, very clear."* Rob @ Altek

*"I found this course very useful."* Richie @ Esseco

Feedback from our MS Project courses this month.

# 99.2

The percentage of attendees who would recommend us to a colleague.

