

55180: Introduction to Microsoft® Project 2016

Duration: 2 Days

Method: Instructor-Led

Course Description

In this course, participants will spend time getting comfortable with the Project 2016 user interface, including project views and the ribbon. They will also learn to enter, organize, and link tasks, work with resources, create basic reports, and create projects independently. The course allows time to practice fundamental basic skills essential for efficient use of this program.

Target Audience

This course is intended for:

- Persons new to Microsoft® Project

Course Objectives

Upon successful completion of this course, participants will be able to:

- Create and manage simple projects.
- Enter and manage tasks.
- Work with a project calendar.
- Add and manage project resources and work with the resource sheet.
- Create basic reports for your project.

Course Content

Module 1: Components of a Project

- Project Components
- Mapping a Project
- Sample Projects Used in This Course

Module 2: Getting Around Microsoft® Project 2016

- Starting Project
- The Ribbon
- The Backstage View
- Tour of the Quick Access Toolbar
- Basic Formatting

Course Content, *Continued*

Module 3: Calendars

- Project Start Date
- Creating a Project Calendar
- Connecting a Calendar to a Project
- Formatting the Timeline to Match a Custom Calendar

Module 4: Working with Tasks

- Creating a Task
- Entering Durations
- Scheduling Tasks
- Milestone Tasks
- Linking Tasks
- Adding Notes to Tasks
- Add a Calendar to a Task

Module 5: Creating and Working with Resources

- The Resource Sheet
- Assigning Resources to Tasks

Module 6: Managing a Project

- Viewing a Project
- Reviewing and Making Adjustments to a Project
- Setting a Baseline
- Viewing the Baseline
- Recording Progress
- Reporting on Projects
- Sending Data to Excel

ACTIVITIES INCLUDED

