

Microsoft Project 2016 Introduction Course 1 Day

OVERVIEW

This course is designed to introduce new users to Microsoft Project 2016 and to give them a basic understanding of Project Management using the product. Delegates do not need to have previous experience of Project Management.

WHO SHOULD ATTEND

This course was designed for students desiring to gain the skills necessary to create Projects, Gantt Charts and Reports within Microsoft Project.

PREREQUISITE COMMENTS

Delegates should have a basic understanding of a computer, keyboard and mouse. They should also have a basic understanding of File Management.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

GETTING STARTED

- Setting up a new Project
- Project Screen Layout
- Project Navigation

WORKING WITH TASKS

- Entering a Task
- Editing a Task
- Task Duration
- Milestones
- Recurring Tasks
- Group and Outlining Tasks
- Re-arranging Tasks
- Timescale Display
- Constraints
- Task Notes
- Linking Tasks (Relationships)
- Splitting Tasks
- Manual vs Automatic Scheduling

REVIEWING THE SCHEDULE

- Displaying Critical Path
- Changing Schedule Start / End Dates
- Identifying Slack Time

WORKING WITH CALENDARS

- Setting non-working time
- Creating and assigning task calendars

WORKING WITH RESOURCES

- Entering Resources
- Assigning Resources to Tasks

PRESENTING THE PROJECT

- Printing Gantt Charts
- Printing Calendar
- Using Reports

FORMATTING

- Formatting individual items
- Formatting Globally
- Formatting Network Diagram

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