



Course:

Microsoft Project 2016: Basic

Duration: 1 Day

Description:

This ILT Series course teaches the basic commands and features of Microsoft Project 2016. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

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Unit 1: Getting started

- Topic A: Project management concepts
- Topic B: The Project window
- Topic C: Project files

Unit 2: Tasks

- Topic A: Creating a task list
- Topic B: Modifying a task list
- Topic C: The Work Breakdown Structure

Unit 3: Task scheduling

- Topic A: Task links
- Topic B: Task relationships
- Topic C: Task options

Unit 4: Resource management

- Topic A: The base calendar
- Topic B: Resources and calendars
- Topic C: Project costs

Unit 5: Views and tables

- Topic A: Working with views
- Topic B: Working with tables

Unit 6: Filters, groups, and sorting

- Topic A: Filters
- Topic B: Groups
- Topic C: Sorting tasks and resources

Unit 7: Finalizing the task plan

- Topic A: Finalizing schedules
- Topic B: Handling resource conflicts