



Microsoft Project 2016 Level 1



DURATION

1 Day

COURSE OVERVIEW

During this course you will create and manage a project schedule using Microsoft Project 2016.

TARGET AUDIENCE

This course is designed for people who have an understanding of Project Management concepts and who are responsible for creating and modifying Project plans and who need a tool to manage these plans.

LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Navigate the Project program.
- Set up a project including creating tasks, notes and milestone.
- Manipulate tasks and constraints.
- Create dependencies.
- Create and assign resources.
- Switch between Project views.
- Print a Project
- Create a report using the built-in reports.

PRE-REQUISITES

To be successful in this course, you should be familiar with using personal computers and have used a mouse and keyboard.

You should have a basic understanding of Project Management concepts and basic end-user skills with any current Windows operating system.

COURSE CONTENTS

- First steps using Microsoft Project 2016.
- Using Project 2016.
- Setting up a Project.
- Tasks, notes and milestones.
- Manipulating tasks and constraints.
- Dependencies.
- Resources.
- Printing and reports.