



Project 2016

Level 1

This instructor-led course covers the foundational features of Microsoft Project. It will teach you how to plan and manage projects effectively. You will learn the basic concepts of Microsoft Project, how to create and schedule tasks, link tasks together, allocate resources, track costs and finalize your project plan report.

Lesson 1 - The Basics

- Understanding Project Management
- Launching Microsoft Project
- The Project Environment
- Creating a New Project
- Entering Project Information
- Creating a Project Calendar
- Saving and Closing a Project
- Opening an Existing Project
- Hiding the Ribbon
- Setting Project Options
- Using Tell Me to Obtain Help

Lesson 2 - Working with Tasks

- Entering Tasks
- Editing Tasks
- Rearranging Tasks
- Inserting and Deleting Tasks
- Adding a Project Summary Task
- Outlining Tasks
- Adding a Recurring Task
- Displaying WBS Codes
- Customizing WBS Codes

Lesson 3 - Linking & Scheduling Tasks

- About Task Relationships
- Linking Tasks
- Adding Lead Time and Lag Time
- Changing Task Dependency
- Splitting Tasks
- Setting Task Type
- Setting Task Constraints
- Setting Milestone Tasks
- Setting Task Deadlines
- Inspecting a Task
- Working in Network Diagram View

Lesson 4 - Resources & Costs

- Entering Resources
- Creating a Resource Calendar
- Assigning Resources to Tasks
- Filtering Resources
- Effort-Driven Scheduling
- Entering Resource Costs
- Entering Fixed Costs
- Using the Cost Table

Lesson 5 - Working with Views

- Working in Calendar View
- Formatting a Gantt Chart
- Using More Views
- Using Split Views
- Using Task Usage & Resource Usage Views
- Sorting Tasks & Resources
- Using AutoFilters
- Using Tables
- Printing a View

Lesson 6 - Finalizing the Plan

- Viewing the Critical Path
- Identifying Slack in a Project
- Saving a Baseline Plan
- Saving an Interim Plan
- Overallocated Resources
- Leveling Overallocated Resources

Note: Our course outlines are a guide to the content covered in a typical class. We reserve the right to modify the class topics to meet the objectives of a particular class.