

Course duration

- 16.0 hours

Course Benefits

- Learn to create and manage simple projects.
- Learn to enter and manage tasks.
- Learn to work with a project calendar.
- Learn to add and manage project resources and work with the resource sheet.
- Learn to create basic reports for your project.

Available Delivery Methods

Self-Paced

Learn at your own pace with 24/7 access to an On-Demand course.

Course Outline

1. Components of a Project
 1. Project Components
 2. Demo and Exercise Projects Used in This Course
 1. Demo Case Study
 2. Exercise Case Study
2. Getting around Microsoft Project 2016
 1. Starting Project
 2. The Ribbon
 1. Tabs
 2. Groups
 3. Commands
 4. Hiding the Ribbon
 3. The Backstage View
 1. Save, Save as, Open, Close
 2. Info
 3. Recent
 4. New
 5. Print
 6. Save & Send
 7. Help

- 8. Options
 - 9. Exit
- 4. Tour of the Quick Access Toolbar
 - 1. Customizing the Quick Access Toolbar
- 5. Basic Formatting
 - 1. Clipboard Group
- 3. Calendars
 - 1. Project Calendar Start Date
 - 1. Setting Project to Auto Schedule New Tasks
 - 2. Setting the Start Date
 - 2. Creating a Project Calendar
 - 1. Custom Project Calendars
 - 2. Connecting a Calendar to a Project
- 4. Working with Tasks
 - 1. Creating a Task
 - 1. Creating Summary Tasks
 - 2. Entering Durations
 - 3. Scheduling Tasks
 - 4. Milestone Tasks
 - 5. Linking Tasks
 - 6. Adding Notes to Tasks
- 5. Creating and Working with Resources
 - 1. The Resource Sheet
 - 1. Entering Work Resources
 - 2. Entering Material Resources
 - 3. Entering Cost Resources
 - 2. Assigning Resources to Tasks
- 6. Managing a Project
 - 1. Viewing a Project
 - 2. Reviewing and Making Adjustments to a Project
 - 1. The Project Timeline
 - 2. The Project Calendar
 - 3. Adjusting Tasks
 - 3. Setting a Baseline
 - 4. Viewing the Baseline
 - 5. Recording Progress
 - 6. Reporting on Projects

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Follow-on Courses

- [Microsoft Project 2016: Digging Deeper](#)
- [Advanced Topics in Project 2016](#)