2 Days

55180A: Introduction to Microsoft Project 2016: Getting Started

The Introduction to Microsoft Project 2016 training is a two-day class that will help students in getting comfortable with the Project 2016 user interface, including project views and the ribbon. During this introductory course, participants will learn to enter, organize, and link tasks, work with resources, create basic reports, and create projects independently and effectively.

Completion of the course equips the participants with the following skill set:

- Creating and managing simple projects.

- Entering and managing tasks.

- Working with a project calendar.

- Adding and managing project resources and work with the resource sheet.

- Creating basic reports for your project.

Course Details

_____

Course Outline

Module 1: Components of a Project

In this module, participants will learn how to identify the components of a project and map a project. Lessons

- Project Components

- Map a Project

- Sample Projects Used in This Course

Exercise: Mapping a Project

Module 2: Getting Around Microsoft Project 2016

In this module, participants will learn how to get around in Microsoft Project 2016.

Lessons

- Starting Project

- The Ribbon

- The Backstage View

- Tour of the Quick Access Toolbar

- Basic Formatting

Exercise: Understanding the Ribbon
Exercise: Open and Save a Project
Exercise: Enter Project Information
Exercise: Add and Delete Commands from the Quick Access Toolbar

Module 3: Calendars

In this module, participants will learn how to work with Calendars in Microsoft Outlook 2016.

Lessons

- Project Start Date

- Create a Project Calendar

- Connect a Calendar to a Project

- Format the Timeline to Match a Custom Calendar

Exercise: Set the Project Start Date
Exercise: Create and Link a Project Calendar

Module 4: Working with Tasks

In this module, participants will learn how to work with tasks in Microsoft Outlook 2016.

Lessons

- Create a Task

- Enter Durations

- Schedule Tasks

- Milestone Tasks

- Link Tasks

- Add Notes to Tasks

- Add a Calendar to a Task

Exercise: Enter Tasks and Durations
Exercise: Set a Task to Manual Scheduling
Exercise: Add a Milestone Task
Exercise: Add a Note to a Task
Exercise: Link Tasks
Exercise: Add to Your Map
Exercise: Practice of Topics covered in Lessons 1 to 4

Module 5: Creating and Working with Resources

In this module, participants will learn how to create and work with resources.

Lessons

- The Resource Sheet

- Assign Resources to Tasks

Exercise: Enter Work, Material, and Cost Resources
Exercise: Assign Resources to Tasks

Module 6: Managing a Project

In this module, participants will learn how to manage a project using Microsoft Project 2016.

Lessons

- View a Project

- Review and Make Adjustments to a Project

- Set a Baseline

- View the Baseline

- Record Progress

- Report on Projects

- Send Data to Excel

Exercise: Review the Project
Exercise: Set and View a Baseline
Exercise: Record Progress
Exercise: Create a Report
Exercise: Send Data to Excel

Who Should Attend

This course is beneficial for individuals who are new to Microsoft Project.

Pre Requisite

None.

464, Udyog Vihar Phase V,Gurgaon (Delhi NCR)-122016,India	+91 8882 233 777	training@mercury.co.in	www.mercurysolutions.co

Date - Apr 20, 2024