

MOC 55180 A Introduction to Microsoft Project 2016: Getting Started

Course Summary

Description

In this Introduction to Microsoft Project 2016: Getting Started class, students will spend time getting comfortable with the Project 2016 user interface, including project views and the ribbon. They will also learn to enter, organize, and link tasks, work with resources, create basic reports, and create projects independently. The course allows time to practice fundamental basic skills essential for efficient use of this program.

Objectives

At the end of this course, students will be able to:

- Create and manage simple projects.
- Enter and manage tasks.
- Work with a project calendar.
- Add and manage project resources and work with the resource sheet.
- Create basic reports for your project.

Topics

- Components of a Project
- Getting Around Microsoft Project 2016
- Calendars
- Working with Tasks
- Creating and Working with Resources
- Managing a Project

Audience

This course is intended for students new to Microsoft Project.

Prerequisites

There are no prerequisites for this class.

Duration

Two days

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Course Outline

I. Components of a Project

This module explains how to identify the components of a project and map a project. It also explains the sample projects used throughout this course.

- A. Project Components
- B. Mapping a Project
- C. Exercise: Mapping a Project
- D. Sample Projects Used in This Course

II. Getting Around Microsoft Project 2016

This module explains how to get around in Microsoft Project 2016.

- A. Starting Project
- B. The Ribbon
- C. Exercise: Understanding the Ribbon
- D. The Backstage View
- E. Exercise: Open and Save a Project
- F. Exercise: Enter Project Information
- G. Tour of the Quick Access Toolbar
- H. Exercise: Add and Delete Commands from the Quick Access Toolbar
- I. Basic Formatting

III. Calendars

This module explains how to work with Calendars in Microsoft Outlook 2016.

- A. Project Start Date
- B. Exercise: Set the Project Start Date
- C. Creating a Project Calendar
- D. Connecting a Calendar to a Project
- E. Formatting the Timeline to Match a Custom Calendar
- F. Exercise: Create and Link a Project Calendar

IV. Working with Tasks

This module explains how to work with tasks in Microsoft Outlook 2016.

- A. Creating a Task
- B. Entering Durations
- C. Exercise: Enter Tasks and Durations
- D. Scheduling Tasks
- E. Exercise: Set a Task to Manual Scheduling
- F. Milestone Tasks

- G. Exercise: Add a Milestone Task
- H. Linking Tasks
- I. Exercise: Link Tasks
- J. Adding Notes to Tasks
- K. Exercise: Add a Note to a Task
- L. Add a Calendar to a Task
- M. Exercise: Add to Your Map
- N. Exercise: Practice of Topics covered in Lessons 1 to 4

V. Creating and Working with Resources

This module explains how to create and work with resources.

- A. The Resource Sheet
- B. Exercise: Enter Work, Material, and Cost Resources
- C. Assigning Resources to Tasks
- D. Exercise: Assign Resources to Tasks

VI. Managing a Project

This module explains how to manage a project using Microsoft Project 2016.

- A. Viewing a Project
- B. Reviewing and Making Adjustments to a Project
- C. Exercise: Review the Project
- D. Setting a Baseline
- E. Viewing the Baseline
- F. Exercise: Set and View a Baseline
- G. Recording Progress
- H. Exercise: Record Progress
- I. Reporting on Projects
- J. Exercise: Create a Report
- K. Sending Data to Excel
- L. Exercise: Send Data to Excel