# MicrosoftÃ‚Â® Project 2016 Training

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Course#:PM-14
Duration:2 Days
Price:0.00
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## Course Description

A perfect workshop for existing and aspiring project managers, our Microsoft Project 2016 course will help participants get hands on familiarity with Project 2016. Learn from experts about handling the interface and how to start a new plan, build, organize, and link task, assign resources, create basic reports, and create projects independently. The 2016 version of MS Project comes with a host of improvements and innovations that make it an even more productive tool in enhancing the users abilities to manage projects. This boot camp like session is a perfect way to master project management best practices while also learning the ropes of leveraging this tool for project success.

Our workshop follows an experiential learning format wherein participants will have the opportunity to try first-hand the applications of MS Project 2016, explore the tool and clear their doubts from our certified instructors. Our detailed yet crisp courseware is designed to give you maximum recap of all that you learned in the workshop.

On successful completion of the course, you will receive a Course Completion Certificate from KnowledgeHut with Credits (1 credit per hour of training).

## Objectives

This course will teach you to create and engage in basic management of a project using Microsoft Project Professional 2016. You will learn:


About the new tools and features of this latest edition of MS Project

How to create and manage a project with Microsoft Project 2016

Project Management Concepts

Microsoft Project 2016 user interface

How to start a new plan, build task lists, and assign resources

Stay on project schedule by mastering the use of project calendar

How project progress and plans can be shared among resources

To use views and reports to visualize and track project schedules

You will also get:

2 day workshop led by experienced and qualified instructors

Hands on learning with the MS Project 2016 tool

45 PDUs on completion of two days training and e-learning

Downloadable courseware

Course completion certificate

## Audience

## Prerequisites

## Content

Components of a Project

Project Components

Identify Project Management Concepts

Getting around Microsoft Project 2016

Starting Project

The Ribbon

Tabs

Groups

Commands

Hiding the Ribbon

The Backstage View

Save, Save as, Open, Close
Info
Recent
New
Print
Save  Send
Help
Options
Exit

The Quick Access Toolbar

Customizing the Quick Access Toolbar

Basic Formatting

Clipboard Group

Calendars

Project Calendar Start Date

Setting Project to Auto Schedule New Tasks
Setting the Start Date

Creating a Project Calendar

Custom Project Calendars
Connecting a Calendar to a Project

Creating and organizing Tasks

Creating a Task
Entering Durations
Scheduling Tasks
Milestone Tasks
Linking Tasks
Adding Notes to Tasks

Managing Project Plan resources

The Resource Sheet

Entering Work Resources
Entering Material Resources
Entering Cost Resources

Assigning Resources to Tasks

Managing a Project

Viewing a Project

Reviewing and Making Adjustments to a Project

The Project Timeline

The Project Calendar

Adjusting Tasks