Microsoft Project 2016 Introduction

Course Details

Course Code: INF1664

Duration: 1 day

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Elements of this syllabus are subject to change.

About this course

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2016 to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information.

At Course Completion

After completing this course, students will be able to:

- start Microsoft Project and identify how it works
- explain some of the key concepts associated with project management
- create a new project file in Project
- enter tasks into a project file
- create relationships between tasks in a project
- add resources, including labour, materials and equipment to a project
- understand and use resource assignment calculations
- assign resources to tasks using a number of different methods
- print various aspects of a project
- obtain help for Project whenever you need it

Prerequisites

This course assumes little or no knowledge of Microsoft Project 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.

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