



## Microsoft Project 2016 Intermediate

### Course Details

**Course Code:** INF1665

**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

Microsoft Project 2016 - Level 2 is designed for existing users of Microsoft Project who wish to extend their skills and knowledge beyond the creation of simple projects.

#### At Course Completion

After completing this course, students will be able to:

- use various techniques for levelling over allocation of resources
- assign material resources in a project
- assign and track costs within a project
- apply constraints and deadlines to tasks in a project
- track the progress of a project
- work more productively with project views
- work with tables in Project
- work with some of the features that allow you to control your data
- format projects to make them more appealing and relevant
- print data from Gantt Charts in a variety of ways and presentations

#### Prerequisites

Microsoft Project 2016 - Level 2 assumes that the learner can create basic and simple projects using Microsoft Project. It is also be beneficial for the learner to have a general understanding of personal computers and the Windows operating system environment.

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### Resource Levelling

- Understanding Resource Levelling
- Creating Resource Problems
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating an Over Allocation Report
- Changing Work Effort
- Understanding Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

### Assigning Materials

- Assigning Fixed Material
- Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding To A Material Assignment
- Checking Work For Materials

### Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying a Different Cost Table
- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

### Constraints and Deadlines

- Understanding Constraints and Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating a Deadline
- Moving a Project's Start Date

### Project Tracking

- Creating A Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks

- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

### Project Views

- Understanding Project Views
- Working With the Standard Views
- Creating Split Views
- Creating a Custom View
- Creating a Custom Combination View
- Using Custom Views
- Customising the View Menus
- Saving an Existing View
- Deleting Unwanted Views
- Keeping New Views Local
- Working With Multiple Files
- Hiding Open Files

### Tables

- Exploring Tables
- Creating a New Table
- Adding Fields Using Add New Column
- Adding Fields Using Insert Column
- Adding Simple Custom Fields
- Formatting Table Fields
- Creating a Simple Lookup Table
- Using a Custom Table
- Using a Hyperlink Field

### Controlling Project Data

- Understanding the Data Tools
- Basic Data Highlighting
- Highlighting Date Ranges
- Highlighting a Range of Tasks
- Highlighting Tasks With Specific Resources
- More Highlight Filters
- Applying Filters
- Creating a Custom Filter
- Using a Custom Filter
- Editing Existing Filters
- Deleting an Unwanted Filter
- Grouping Tasks
- Using AutoFilters

### Formatting Projects

- Understanding the Timescale
- Changing Time Periods
- Showing Tiers
- Modifying Specific Tiers
- Formatting for Non-Working Time
- Changing Text Styles

- Working With Gridlines
- Displaying Progress Lines
- Working With Progress Lines
- Changing the Layout
- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles
- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

### **Advanced Printing**

- Placing Printing Commands on the Ribbon
- Using Print Preview
- Setting Page Breaks
- Printing Specific Dates and Pages
- Printing Headers
- Printing Footers
- Working With the Legend
- Getting the Right Report Fit
- Exporting to PDF