Microsoft Project 2016 Basic (Level II)

Course Description: Microsoft Project helps you easily plan projects and collaborate with others. Stay organized and keep your projects on track with the only project management system designed to work seamlessly with other Microsoft applications and cloud services. Always know how your tasks come together and identify which tasks are the most critical to your project’s success.

Course Objectives Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, share resources, consolidate projects, and customize Project.

PART I

**Unit 1:** Using templates and importing data

Topic A: Working with templates

Topic B: Creating projects from other programs

**Unit 2:** Managing a project

Topic A: Setting baselines

Topic B: Updating an active project

Topic C: Monitoring progress

**Unit 3:** Analyzing and adjusting the plan

Topic A: Analyzing the plan

Topic B: Delays and conflicts

Part II

**Unit 4:** Working with reports

Topic A: Standard reports

Topic B: Visual reports

**Unit 5:** Customizing Project

Topic A: Custom views

Topic B Gantt chart formatting

Topic C: Custom fields

**Unit 6:** Managing multiple projects

Topic A: Consolidating and sharing projects

**Unit 7:** Exchanging project information

Topic A: Hyperlinks

Topic B: Exporting to Office applications