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MICROSOFT

Microsoft Project 2016 Introduction Training

Course Overview

This 1-day, instructor-led addresses the features of MS Project. Students will learn to do the following:

- Navigate and understand the important features of the Microsoft Project environment
- Create a new project schedule from scratch
- Understand and work with task types, scheduling options, and task constraints
- Work with resources, including scheduling and assignment
- Manage the project schedule in accordance with the critical path and project baseline
- Print project views, dashboards, and various other kinds of reports

Course Outline

Fundamentals

- Setting default options
- Exploring the Project environment

Starting a new project schedule

- Project schedule templates, calendars, and workflow
- Tasks, duration, and milestones

Task types, effort-driven scheduling, and task constraints

- Task types
- Lag time and lead time
- Task constraints



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Working with resources

- Resource types
- Resource calendars
- Assigning resources

Managing the project schedule

- The critical path and the project baseline
- The tracking Gantt chart and updating tasks

Printing reports

- Views and dashboards
- Other reports
- Summary: Printing reports

Starting at \$299

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Included in this **Microsoft Project 2016 Introduction Training**

- %day% instructor-led training
- Microsoft Project 2016 Introduction Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*