PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Project 2016 Introduction Training

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Microsoft Project 2016 is one of the most popular scheduling and project management programs on the market.

The PD Training Microsoft Office Project 2016 Introduction Training Course covers the basics of using Project 2016 and how to set up a simple project, including how to configure the project calendar, tasks, resources, and more.

This hands-on training workshop is available now throughout Hong Kong wide, including Central and also via instructor-led online training.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

This course includes skill-building in each of the basic functions of Microsoft Project 2016 such as using the interface, applying filters, project planning, setting project start dates, adding recurring tasks, resolving scheduling conflicts, using lag time and lead time, and setting deadlines on tasks. The training course provides an understanding and practice in performing every basic task that is essential to begin and track projects successfully.

Microsoft Project 2016 Introduction Training Course is the first course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2016. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

Outcomes

After completing this course, participants will have learned to:

- Start, Navigate and Customize a Project
- Work with Project Calendars
- Manage Project Tasks
- Add Summary Tasks and Milestones
- Manage Project Resources
- Allocate and Level Work Resources
- Deliver a Project Plan

Modules

Lesson 1: Starting a Project
- Project Management 101
- Navigate and Customise the Project 2016 Interface
- Add Resources to a Project
- Save a Project

Lesson 2: Working with Project Calendars
- Manage Project Time Frames
- Change Working Time

Lesson 3: Working with Project Tasks
- Manage Project Tasks
- Add Summary Tasks and Milestones

Lesson 4: Working with Project Resources
- Manage Project Resources
- Allocate and Level Work Resources

Lesson 5: Delivering a Project Plan
- Print Project Views
- Share Projects
- Export Projects

Talk to our expert team

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