

Course:**Microsoft Project 2016: Basic**

Duration: 1 Day**Description:**

This ILT Series course teaches the basic commands and features of Microsoft Project 2016. 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.

Table Of Contents:**Unit 1: Getting started**

Topic A: Project management concepts

Topic B: The Project window

Topic C: Project files

Unit 2: Tasks

Topic A: Creating a task list

Topic B: Modifying a task list

Topic C: The Work Breakdown Structure

Unit 3: Task scheduling

Topic A: Task links

Topic B: Task relationships

Topic C: Task options

Unit 4: Resource management

Topic A: The base calendar

Topic B: Resources and calendars

Topic C: Project costs

Unit 5: Views and tables

Topic A: Working with views

Topic B: Working with tables

Unit 6: Filters, groups, and sorting

Topic A: Filters

Topic B: Groups

Topic C: Sorting tasks and resources

Unit 7: Finalizing the task plan

Topic A: Finalizing schedules

Topic B: Handling resource conflicts

Course:**Microsoft Project 2016: Advanced**

Duration: 1 Day**Description:**

This ILT Series course builds on the concepts and skills taught in Project 2016: Basic. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, share resources, consolidate projects, and customize Project. Students will also learn how to communicate project information by using Project Server 2016, and how to integrate Project data with other Office applications.

Table Of Contents:**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 Topic

C: Team Planner view

Unit 4: Working with reports

Topic A: Standard reports

Topic B: Visual reports

Unit 5: Customizing Project

Topic A: Custom views

Topic B: Macros

Topic C: Gantt chart formatting

Topic D: Custom fields

Unit 6: Managing multiple projects

Topic A: Consolidating and sharing projects

Topic B: Sharing resources among projects

Unit 7: Exchanging project information

Topic A: Collaboration

Topic B: Hyperlinks

Topic C: Exporting to Office applications