MS Project 2016 Course Outline – Introduction level

Course Objectives

This Introduction course focuses on understanding how to get started with MS Project.

By the end of this course you will be able to understand the environment, use views, open, create and save projects. During the course you will work with Tasks, Notes and Milestones. You will also learn how to create and assign resources. Lastly you will learn how to create and apply new calendars and input start and end dates.

Estimated course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Getting Started

- MS Project Explained
- The Ribbon
- Customising the Ribbon
- Backstage View
- Quick Access Toolbar
- Mini Toolbar
- File Formats
- Status Bar
- Getting Help

Creating New Projects

- Opening Existing Projects
- Creating New Projects
- Projects based on a Template
- Scheduling Projects
- Team Planner
- Renaming Projects
- Saving Projects

Task, Notes & Milestones

- Grouping Project Information
- Entering Tasks
- Entering Sub Tasks
- Recurring Tasks
- Editing Tasks
- Deleting Tasks
- Moving/Copying Tasks
- Predecessors and Successors
- Tracing Task Paths
- Task Notes
- Milestones
- Using Status Indicators

Views

- Using Views
- Splitting the Window

Resources

- Creating Resource Lists
- Adding Resources Manually
- Specifying Resource Availability
- Adding Material Resources
- Setting Costs for Work Resources
- Assigning Resources
- Reviewing Total Planned Costs
- Communicating with Team Members

Calendar

- Creating/Applying New Calendars
- Inputting Start/Finish Dates