



Microsoft Project 2016  
Introduction - Intermediate  
2 Days



# Topics Covered:

## Getting to Know Project 2016

How Project 2016 Works  
Starting Project in Windows 10  
Understanding the Project Start Screen  
The Project 2016 Screen  
Project Operations  
Using the Ribbon  
Showing and Collapsing the Ribbon  
Understanding the Backstage  
The Project Work Area  
Working With Views  
Working With Split Screens  
Understanding Sheet Views  
Working With Tables  
Gantt Chart View  
Working With Gantt Charts  
Understanding the QAT  
Working With the QAT  
Working With Project Files  
Exiting From Project 2016

## Project Management

Tasks and Resources  
The Importance of Planning  
Understanding the Gantt Chart  
Computers and Project Management

## Creating a New Project

Steps in Creating a Project  
Understanding Your Project  
Creating a New Project File  
Calendar Options  
Changing Calendar Options  
Working With Calendars  
Modifying the Standard Calendar  
Entering Public Holidays  
Creating a New Resource Calendar  
Creating a New Task Calendar  
Setting Up Project Information  
Entering File Properties

## Creating Tasks

Understanding Tasks  
Understanding Scheduling Icons  
Case Study Tasks  
Reviewing the Project  
Entering Tasks  
Creating Summary Tasks  
Assignment – Creating Summary Tasks  
Working in a Sheet View  
Working With Summary Tasks  
Working With Task Views

Examining Task Information  
Understanding Task Durations  
Entering Task Durations  
Checking Progress  
Entering Milestones  
Assigning a Calendar to a Task

## Scheduling

Understanding Task Dependencies  
Creating Dependencies Automatically  
Creating Dependencies in Task Entry  
Creating Dependencies in Task Information  
Creating Dependencies in a Sheet View  
Modifying a Schedule Using Dependencies  
Auto Scheduling Tasks  
Critical Path and Project Slack  
Viewing the Critical Path  
Examining Task Slack  
Understanding Lag Time  
Entering Lag Time  
Understanding Lead Time  
Entering Lead Time  
Inactivating a Task

## Resourcing a Project

Understanding Resources  
Entering Work Resources  
Entering Material Resources  
Entering Cost Resources  
Assigning Calendars to Resources  
Understanding Resource Availability  
Adjusting Resource Availability  
Changing the Unit Display

## Resourcing Concepts

Resource Assignment Calculations  
Task Types and Work Effort  
Creating a Simple Assignment  
Working With Fixed Unit Tasks  
Working With Fixed Duration Tasks  
Making Multiple Assignments  
Adding Additional Resources  
Adding More of the Same Resource  
More Resources in Multiple Assignments  
Understanding Effort Driven Scheduling  
Working With Non Effort Driven Tasks  
Working With Effort Driven Tasks  
Resource Assignment Summary

## Assigning Resources

Simple Resource Assignments  
Assigning Part Time Resources  
Understanding Work Contouring  
Specifying Resource Usage  
Contouring Work Hours  
Assigning Specific Work Times  
Work Times for Multiple Assignments  
Problem Assignments  
Assigning Resources in Task Information  
Assigning Resources in a Sheet  
Assigning Resources You Do Not Have  
The Case Study Resources

## Printing

Understanding Printing  
Previewing Before You Print  
Selecting a Printer  
Printing a Gantt Chart  
Printing Sheet Views  
Printing Tasks for Resources  
Printing Resources for Tasks

## Getting Help

Understanding How Help Works  
Using Tell Me  
Accessing the Help Window  
Navigating the Help Window  
Using Google to Get Help  
Printing a Help Topic  
Other Sources of Assistance

## Resource Levelling

Understanding Resource Levelling  
Creating Resource Problems  
Tracking Down Over Allocations  
Checking Resource Usage  
Creating an Over Allocation Report  
Changing Work Effort  
Understanding Overtime  
Assigning Overtime  
Hiring Contract Labour  
Switching Work Assignments  
Rescheduling Tasks

## Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding To A Material Assignment
- Checking Work For Materials

## Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying a Different Cost Table
- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

## Constraints and Deadlines

- Understanding Constraints and Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating a Deadline
- Moving a Project's Start Date

## Project Tracking

- Creating A Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

## Project Views

- Understanding Project Views
- Working With the Standard Views
- Creating Split Views
- Creating a Custom View
- Creating a Custom Combination View
- Using Custom Views
- Customising the View Menus
- Saving an Existing View
- Deleting Unwanted Views
- Keeping New Views Local
- Working With Multiple Files
- Hiding Open Files

## Tables

- Exploring Tables
- Creating a New Table
- Adding Fields Using Add New Column
- Adding Fields Using Insert Column
- Adding Simple Custom Fields
- Formatting Table Fields
- Creating a Simple Lookup Table
- Using a Custom Table
- Using a Hyperlink Field

## Controlling Project Data

- Understanding the Data Tools
- Basic Data Highlighting
- Highlighting Date Ranges
- Highlighting a Range of Tasks
- Highlighting Tasks With Specific Resources
- More Highlight Filters
- Applying Filters
- Creating a Custom Filter
- Using a Custom Filter
- Editing Existing Filters
- Deleting an Unwanted Filter
- Grouping Tasks
- Using AutoFilters

## Formatting Projects

- Understanding the Timescale
- Changing Time Periods
- Showing Tiers
- Modifying Specific Tiers
- Formatting for Non-Working Time
- Changing Text Styles
- Working With Gridlines
- Displaying Progress Lines
- Working With Progress Lines
- Changing the Layout
- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles
- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

## Advanced Printing

- Placing Printing Commands on the Ribbon
- Using Print Preview
- Setting Page Breaks
- Printing Specific Dates and Pages
- Printing Headers
- Printing Footers
- Working With the Legend
- Getting the Right Report Fit
- Exporting to PDF

# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Professional Development
- Training Needs Analysis

## Delivery Modes:

- On-Site
- Customised Courses



Tel: (07) 3325 3267  
Fax: (07) 3264 4488  
Post: PO Box 731  
Albany Creek QLD 4053

Email: [info@envisagetraining.com.au](mailto:info@envisagetraining.com.au)  
Web: [www.envisagetraining.com.au](http://www.envisagetraining.com.au)

Last Updated: Aug 2016  
MSPJ04

## Duration:

2 Full Days

## Who should attend:

The skills and knowledge acquired in this course are sufficient for the participant to be able to use Microsoft Project 2016 to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information.

## Course Pre-requisites:

This workshop assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Excel Intermediate
- Microsoft Word Advanced
- Microsoft Office

