

Microsoft Project is a powerful planning tool used by many project managers and project planners, and it is one of the most popular scheduling and project management programs on the market. It provides support for many of the key project control processes including the preparation of schedules, resource plans, cost forecasts and progress reports. To get the best out of Microsoft Project can require some training. This 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.

### **Lesson 1: Starting a Project**

- Topic A: Project Management 101
- Topic B: Navigate and Customize the Project 2016 Interface
- Topic C: Add Tasks to a Project
- Topic D: Add Resources to a Project
- Topic E: Save a Project

### **Lesson 2: Working with Project Calendars**

- Topic A: Manage Project Time Frames
- Topic B: Change Working Time

### **Lesson 3: Working with Project Tasks**

- Topic A: Manage Project Tasks
- Topic B: Add Summary Tasks and Milestones

### **Lesson 4: Working with Project Resources**

- Topic A: Manage Project Resources
- Topic B: Allocate and Level Work Resources

### **Lesson 5: Delivering a Project Plan**

- Topic A: Print Project Views
- Topic B: Share Projects
- Topic C: Export Projects