❖ **General Description**

The skills and knowledge acquired in this course are sufficient for the learner 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.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- start *Microsoft Project* and identify how it works
- explain some of the key concepts associated with project management
- create a new project file in *Project*
- enter tasks into a project file
- create relationships between tasks in a project
- add resources, including labour, materials and equipment to a project
- understand and use resource assignment calculations
- assign resources to tasks using a number of different methods
- print various aspects of a project
- obtain help for *Project* whenever you need it

❖ **Prerequisites**

This course assumes little or no knowledge of *Microsoft Project 2016*. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.

❖ **Topic Sheets**

123 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at *www.watsoniapublishing.com*.

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