# Microsoft Project 2016

## Level 2

| ❖ **General Description** | **Microsoft Project 2016 - Level 2** is designed for existing users of Microsoft Project who wish to extend their skills and knowledge beyond the creation of simple projects. |
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| ❖ **Learning Outcomes** | At the completion of this course you should be able to: |

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

- use various techniques for levelling over allocation of resources
- assign material resources in a project
- assign and track costs within a project
- apply constraints and deadlines to tasks in a project
- track the progress of a project
- work more productively with project views
- work with tables in **Project**
- work with some of the features that allow you to control your data
- format projects to make them more appealing and relevant
- print data from **Gantt Charts** in a variety of ways and presentations

| ❖ **Prerequisites** | **Microsoft Project 2016 - Level 2** assumes that the learner can create basic and simple projects using Microsoft Project. It is also be beneficial for the learner to have a general understanding of personal computers and the Windows operating system environment. |
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| ❖ **Topic Sheets** | 112 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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## Product Information

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## Level 2

INFOCUS COURSEWARE

WATSONIA PUBLISHING

## Contents

## Product Information

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