



Microsoft Project 2016

Level 1



INFOCUS COURSEWARE

Product Code: INF1664

ISBN: 978-1-925349-29-0

❖ 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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Product Information



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Getting to Know Project 2016

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- Using Google to Get Help
- Printing a Help Topic
- Other Sources of Assistance



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