



Microsoft Project 2016

Level 2



INFOCUS COURSEWARE

Product Code: INF1665

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❖ 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.

❖ Learning Outcomes

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 beneficial for the learner to have a general understanding of personal computers and the Windows operating system environment.

❖ 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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Contents

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
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- Switching Work Assignments
- Rescheduling Tasks

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- Adding More Material Assignments
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- Case Study Variable Costs
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- Using Print Preview
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- Printing Headers
- Printing Footers
- Working With the Legend
- Getting the Right Report Fit
- Exporting to PDF



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