Introduction to Microsoft Project *(2 Day)*

12.00 Contact Hours/PDUs

Class Overview

In this Introduction to Microsoft Project class, students will spend time getting comfortable with the Project user interface, including project views and the ribbon. They will also learn to enter, organize, and link tasks, work with resources, create basic reports, and create projects independently. The course allows time to practice fundamental basic skills essential for efficient use of this program.

Class Goals

- Learn to create and manage simple projects.
- Learn to enter and manage tasks.
- Learn to work with a project calendar.
- Learn to add and manage project resources and work with the resource sheet.
- Learn to create basic reports for your project.

Course Outline

Components of a Project

- Project Components
- Demo and Exercise Projects Used in This Course
  - Demo Case Study
  - Exercise Case Study

Getting around Microsoft Project 2016

- Starting Project
- The Ribbon
  - Tabs
  - Groups
  - Commands
  - Hiding the Ribbon
- The Backstage View
  - Save, Save as, Open, Close
  - Info
  - Recent
  - New
  - Print
  - Save & Send
  - Help
  - Options
  - Exit
- Tour of the Quick Access Toolbar

- Customizing the Quick Access Toolbar
- Basic Formatting
  - Clipboard Group

Calendars

- Project Calendar Start Date
  - Setting Project to Auto Schedule New Tasks
  - Setting the Start Date
- Creating a Project Calendar
  - Custom Project Calendars
  - Connecting a Calendar to a Project

Working with Tasks

- Creating a Task
  - Creating Summary Tasks
- Entering Durations
- Scheduling Tasks
- Milestone Tasks
- Linking Tasks
- Adding Notes to Tasks

Creating and Working with Resources

- The Resource Sheet
  - Entering Work Resources
  - Entering Material Resources
  - Entering Cost Resources
- Assigning Resources to Tasks

Managing a Project

- Viewing a Project
- Reviewing and Making Adjustments to a Project
  - The Project Timeline
  - The Project Calendar
  - Adjusting Tasks
- Setting a Baseline
- Viewing the Baseline
- Recording Progress
- Reporting on Projects