PROJ16-B - MS Project 2016 basic course

Microsoft - Project - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to teach participants the basic use of Microsoft Project 2016, enabling them to independently manage and implement simple projects based on time and resources.

Programma

1. Introduction to Microsoft Project
• Introduction to project management terminology (calendar, resources, tasks)
• Overview of ribbon bars and backstage
• Creating and saving a new project
• The “Tell me what you want to do” box
• Compatibility of Project 2016 with previous versions
• Automatic scheduling and manual scheduling
2. Creating a new project
• Creating and customizing the calendar
• Defining working time and holidays
• Creating the resource sheet
• The Gantt chart
• Adding and editing tasks
3. Managing a project
• Creating and defining predecessors and successors
• Setting constraints and deadlines
• Defining the task typology

ITCore Group

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- Creating milestones and recurring tasks
- Adding and editing tasks
- Assigning resources to a task
- Finding and resolving resource overallocations
- Updating a project

4. Customizing the project

- Customizing the Gantt chart layout
- Grouping tasks
- Creating and customizing a WBS
- Assigning costs to resources

5. Customizing the project

- Reducing the project duration
- Grouping tasks
- Creating and customizing a WBS
- Creating and customizing a project report
- Printing a project

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