Szkolenie: Microsoft

MS-55180 Introduction to Microsoft Project 2016: Getting Started

Microsoft Partner

DOSTĘPNE TERMINY

2026-11-25 | 2 dni | Kraków / Wirtualna sala
2026-12-09 | 2 dni | Warszawa / Wirtualna sala

Cel szkolenia:

In this Introduction to Microsoft Project 2016: Getting Started class, students will spend time getting comfortable with the Project 2016 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.

After completing the course, students will be able to:

- Create and manage simple projects.
- Enter and manage tasks.
- Work with a project calendar.
- Add and manage project resources and work with the resource sheet.
- Create basic reports for your project.

Audience profile:

This course is intended for students new to Microsoft Project.

Plan szkolenia:

- Components of a Project
  - Project Components
  - Mapping a Project
  - Exercise: Mapping a Project
  - Sample Projects Used in This Course
- Getting Around Microsoft Project 2016
  - Starting Project
  - The Ribbon

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- Exercise: Understanding the Ribbon
- The Backstage View
- Exercise: Open and Save a Project
- Exercise: Enter Project Information
- Tour of the Quick Access Toolbar
- Exercise: Add and Delete Commands from the Quick Access Toolbar
- Basic Formatting

- Calendars
  - Project Start Date
  - Exercise: Set the Project Start Date
  - Creating a Project Calendar
  - Connecting a Calendar to a Project
  - Formatting the Timeline to Match a Custom Calendar
  - Exercise: Create and Link a Project Calendar
- Working with Tasks
  - Creating a Task
  - Entering Durations
  - Exercise: Enter Tasks and Durations
  - Scheduling Tasks
  - Exercise: Set a Task to Manual Scheduling
  - Milestone Tasks
  - Exercise: Add a Milestone Task
  - Linking Tasks
  - Exercise: Link Tasks
  - Adding Notes to Tasks
  - Exercise: Add a Note to a Task
  - Add a Calendar to a Task
  - Exercise: Add to Your Map
  - Exercise: Practice of Topics covered in Lessons 1 to 4
- Creating and Working with Resources
  - The Resource Sheet
  - Exercise: Enter Work, Material, and Cost Resources
  - Assigning Resources to Tasks
  - Exercise: Assign Resources to Tasks
- Managing a Project
  - Viewing a Project

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- Reviewing and Making Adjustments to a Project
- Exercise: Review the Project
- Setting a Baseline
- Viewing the Baseline
- Exercise: Set and View a Baseline
- Recording Progress
- Exercise: Record Progress
- Reporting on Projects
- Exercise: Create a Report
- Sending Data to Excel
- Exercise: Send Data to Excel

Poziom trudności



Certyfikaty:

Certyfikat ukończenia **autoryzowanego kursu Microsoft**.

Prowadzący:

Microsoft Certified Trainer.

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