



Microsoft Project 2016



INFOCUS COURSEWARE

Product Code: INF1664

❖ 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
- 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
- print various aspects 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
- run and modify standard graphical reports as well as create your own custom reports
- work with and link multiple projects in **Project**
- create shared resources for use amongst multiple projects
- create and work with visual reports
- 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

275 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

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❖ 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.appliededucation.edu.au

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Contents

Getting to Know Project 2016

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- Starting Project in Windows 10
- Understanding the Project Start Screen
- The Project 2016 Screen
- Project Operations
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage
- The Project Work Area
- Working With Views
- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working With Gantt Charts
- Understanding the QAT
- Working With the QAT
- Working With Project Files
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- The Importance of Planning
- Understanding the Gantt Chart
- Computers and Project Management

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- Understanding Your Project
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- Changing Calendar Options
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- Assigning Fixed Material Consumption
- Contouring Materials Usage
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- Assigning Variable Usage Material
- Adding to a Material Assignment



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Checking Work for Materials

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Reviewing Current Costs
Entering Variable Costs
Case Study Variable Costs
Assigning Daily Costs
Assigning Per Usage Costs
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Using Another Cost Table
Applying a Different Cost Table
Changing Rates During a Project
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Viewing Project Costs

Constraints and Deadlines

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Rescheduling Tasks
Creating a Deadline
Moving a Project's Start Date

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Manually Updating Tasks
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Formatting Projects

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Formatting for Non-Working Time
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Displaying Progress Lines
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Changing Bar Styles

Graphical Reports

Understanding Graphical Reports

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Filtering Report Data
Cloning an Existing Report
Creating a New Report
Enhancing Report Appearance
Making Reports Global
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Visual Reports

Understanding Visual Reports
Understanding Excel Visual Reports
Creating a Visual Report From a Template
Choosing Fields to Display in a Visual Report
Changing the X Axis Categories
Filtering a Visual Report

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Formatting a Visual Report
Saving a Visual Report as a Template
Using a Custom Visual Report
Template

Getting Help

Understanding How Help Works
Using Tell Me
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
Printing a Help Topic
Other Sources of Assistance

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