Course Content of Microsoft Projects (Professional):

Course OutlineModule 1: Components of a Project This module explains how to identify the components of a project and map a project. It also explains the sample projects used throughout this course.

Lessons
- Project Components
- Mapping a Project
- Exercise: Mapping a Project
- Sample Projects Used in This Course

After completing this module, students will be able to:
- Identify components of a project.
- Map a project.
- Understand the sample projects that are used in this course.

Module 2: Getting Around Microsoft Project 2016 This module explains how to get around in Microsoft Project 2016.

Lessons
- Starting Project
- The Ribbon
- 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

After completing this module, students will be able to:
- Start Project 2016.
- Understand tabs, groups, and commands on the Ribbon.
- Hide the Ribbon.
- Enter project information.
- Customize the Quick Access Toolbar.
- Use basic formatting in Project 2016.

Module 3: Calendars This module explains how to work with Calendars in Microsoft Outlook 2016.

Lessons

- 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

After completing this module, students will be able to:
- How to set a project's start and finish dates.
- Change a project calendar.
- Format the timeline of the Gantt chart view.

Module 4: Working with Tasks This module explains how to work with tasks in Microsoft Outlook 2016.

Lessons
- 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

Module 5: Creating and Working with Resources This module explains how to create and work with resources.

Lessons
- The Resource Sheet
- Exercise: Enter Work, Material, and Cost Resources
- Assigning Resources to Tasks
- Exercise: Assign Resources to Tasks

After completing this module, students will be able to:
- Add resources to a project.
- Assign resources to tasks.

Module 6: Managing a Project This module explains how to manage a project using Microsoft Project 2016.

Lessons
- Viewing a Project
- 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

After completing this module, students will be able to:
- Use different way to view a project.
- Review and make adjustments to a project.
- Set a baseline.
- Update a project.
- Create and format reports.
- Send data to Excel for analysis.