

## **Microsoft Project Professional 2016: Course Overview**

In this Introduction to Microsoft Project Professional 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.

### **Target Student**

This course is designed for a person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. The course will give the student a fundamental as well as an advanced understanding of Microsoft Project 2016 necessary to create and save project plans, update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project.

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