



Information Technology

MS Office Project 2016 (Basic+Advanced)

Course Introduction

This training course is designed to provide participants with the basic and advanced techniques to efficiently navigate MS Office Project 2016. This course will introduce participants the Project user interface, including project views and the ribbon. This will allow them to organize, and link tasks, work with resources, create basic reports, and create projects independently.

Target Audience

- Cloud Computing Engineer
- Computer Network Specialist
- Computer Support Specialist
- Database Administrator
- Information Technology Analyst
- Information Technology Leadership
- Information Security Specialist
- Software/Application Developer
- Web Developer
- Technology sales consultant

Learning Objectives

- Create and manage simple projects.
- Add and manage project resources and work with the resource sheet.
- Work with a project calendar.
- Enter and manage tasks.
- Create and customized reports for your project.
- Work with the advanced formatting features of the Gantt chart and network diagrams.

- Create master projects and sub projects in Project 2016.
- Work with resource pools.

Course Outline

- **Day 01**

- Introduction to MS Office Project 2016 (Basic)**

- Components of a Project
 - Getting Around Microsoft Project 2016

- **Day 02**

- MS Office Project 2016 (Basic)**

- Calendars
 - Working with Tasks

- **Day 03**

- MS Office Project 2016 (Basic)**

- Creating and Working with Resources
 - Managing a Project

- **Day 04**

- MS Office Project 2016 (Advanced)**

- Starting a Project
 - Advanced Methods for Managing Tasks and Resources

- **Day 05**

- MS Office Project 2016 (Advanced)**

- Managing the Project with Advanced Techniques
 - Formatting and Customizing Views
 - Reporting Working with Templates

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 23, 2025	June 27, 2025	5 days	4250.00 \$	UAE - Dubai
Sept. 22, 2025	Sept. 26, 2025	5 days	4950.00 \$	England - London
Dec. 22, 2025	Dec. 26, 2025	5 days	4250.00 \$	UAE - Abu Dhabi