



Consulting and Training | Reach New Heights

Course Name

MS Office Project 2016 (Basic+Advanced)

Sector Name

Information Technology

Document Type

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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 to 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.

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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

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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 customize 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.

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MS Office Project 2016 (Basic+Advanced)

Course Outline

✓ Day 01

Introduction to MS Office Project 2016 (Basic)

- ✓ Components of a Project
- ✓ Getting Around Microsoft Project 2016

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Course Outline

✓ Day 02

MS Office Project 2016 (Basic)

- ✓ Calendars
- ✓ Working with Tasks

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Course Outline

✓ Day 03

MS Office Project 2016 (Basic)

- ✓ Creating and Working with Resources
- ✓ Managing a Project

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MS Office Project 2016 (Basic+Advanced)

Course Outline

✓ Day 04

MS Office Project 2016 (Advanced)

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

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Course Outline

✓ Day 05

MS Office Project 2016 (Advanced)

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

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 5, 2027	July 9, 2027	5 days	4250.00 \$	UAE , Dubai
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	England , London
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Dubai

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