Szkolenie: Microsoft

MS-55181 Microsoft Project 2016: Digging Deeper

Microsoft Partner

DOSTĘPNE TERMINY

2026-12-16 | 2 dni | Warszawa / Wirtualna sala
2026-12-23 | 2 dni | Kraków / Wirtualna sala

Cel szkolenia:

This Intermediate Microsoft Project 2016: Digging Deeper class takes an in-depth approach to key features of Project 2016 including task entry and linking, resource and resource management, and examining and updating projects. You will learn to efficiently manage projects, create master projects and sub-projects, create and customize visual reports, work with resource pools, and learn about costing.

After completing the course, students will be able to:

- Work with the advanced formatting features of the Gantt chart and network diagrams.
- Create master projects and sub projects in Project 2016.
- Create customized project reports.
- Work with resource pools.

Audience profile:

This course is intended for students who want to start with the basics and learn how to use Microsoft Project 2016.

Plan szkolenia:

- Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List
  - Starting a Project
- Advanced Methods for Managing Tasks and Resources
  - Managing Tasks and Resources
  - Understanding Elapsed versus Actual Time Settings
  - Setting Task Constraints
  - Splitting and Delaying Tasks
  - Using the Task Inspector
  - Analyzing Critical Tasks and Critical Path

Compendium Centrum Edukacyjne Spółka z o.o.
ul. Tatarska 5, 30-103 Kraków, tel.: (12) 298 47 77
ul. Postępu 18B, 02-676 Warszawa, tel.: (22) 417 41 70
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- Using Lag Time and Lead Time
- Analyzing Task Assignments
- Using the Team Planner
- Using a Resource Pool and Sharing Resources
- Managing Resource Availability and Pay Rates

- Managing the Project with Advanced Techniques
  - Using Leveling to Solve Resource Overallocations
  - Amending Tasks
  - Understanding Baseline and Interim Plans
  - Analyzing Project Costs and Creating Budgets
- Formatting and Customizing Views
  - Customize the Gantt Chart
  - Creating a Custom View
  - Applying Filters
  - Using Work Breakdown Structure (WBS) Codes
- Reporting
  - Creating Visual Reports
  - Editing Reports
- Working with Templates
  - Using Sub project within a Project
  - Using the Organizer to Maintain Templates

Poziom trudności



Certyfikaty:

Certyfikat ukończenia **autoryzowanego kursu Microsoft**.

Prowadzący:

Microsoft Certified Trainer.

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