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**Learning Style: On Demand**

**Technology: Microsoft**

**Difficulty: Advanced**

**Course Duration: 6 Hours**

## Mastering Microsoft Project 2016 (MS-55205)



### About this Course:

A Microsoft Training, advanced level course that aims to help students and professionals further build on their technical knowledge and skills related to Microsoft Project. The course material initiates with the fundamental topics and progresses the students through topics on learning how to plan and manage a small

to average-sized project, as well as how to handle resources and acknowledge the cost and schedule progression.

This course also facilitates the learners in their preparation for Microsoft Project Exam 74-343 Managing Projects through Microsoft Project.

## **Course Objectives:**

After the course completion, students will be able to:

- Acknowledge the discipline of project management and how it incorporates in Microsoft Project 2016
- Develop a Work Breakdown Structure
- Recognize the task types and relationships
- Understand different resources within a project
- Calculate work package estimates
- Develop an initial schedule
- Develop a resource-based schedule
- Develop projects through templates and excel files
- Design global templates
- Create graphical indicators and formulas
- Record and carry out the steps to create a macro
- Print reports and format outputs
- Perform integration of multiple projects
- Create and start a project with a calendar, start date, and scheduling process
- Acknowledge the functionality of manual schedule vs. auto schedule
- Handle multiple projects
- Develop a master project list through shared resources

## **Audience:**

The course can be pursued by both new and experienced project managers, managers, schedulers, and different project stakeholders who wish to learn the essentials and discipline of project management with Microsoft Project 2016.

## **Prerequisites:**

There are no designated prerequisites required for this course. However, it is preferred for the students to have a background knowledge or they must have cleared an introductory project management course like Versatile's Principles of Project Management.

## **Course Outline:**

This Course Includes:

- Module 1: Introduction to Microsoft Project
- Module 2: A Quick and Easy Overview of Managing with Project

- Module 3: Setting Up a Project
- Module 4: Manually Schedule vs. Auto Schedule
- Module 5: Creating a Work Breakdown Structure
- Module 6: Identifying Task Relationships
- Module 7: Defining Resources within Project
- Module 8: Making Work Package Estimates
- Module 9: Creating an Initial Schedule
- Module 10: Create a Resource Leveled Schedule
- Module 11: Managing the Project
- Module 12: Formatting Output and Printing Reports
- Module 13: Managing Multiple Projects
- Module 14: Advanced Topics
- Course Summary

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