



# Mastering Microsoft Project 2016 - Part 2

Mastering Microsoft Project 2016 - Part 2 -  
E-Learning Course - CPDUK Certified



Corporate  
Member

The CPD Certification Service



## OVERVIEW

Welcome to The Mandatory Training Group's online Mastering Microsoft Project 2016 Part 2 training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

### Mastering Microsoft Project 2016 - Part 2

**Teacher** - Christina Tankersley

**Learner** - Kayla Chase

This online Mastering Microsoft Project 2016 Part 2 training course will teach you how to manage a project plan created with Microsoft Project 2016. Christina Tankersley will familiarise you with the basic features and functions of Microsoft Project Professional 2016, so you can use it effectively and efficiently in your real-world environment.

### Mastering Microsoft Project 2016 - Part 2 - E - Learning Course - CPDUK Accredited

- ♦ Study method – Online, self-paced
- ♦ Estimated duration (Indicative CPD hours) – 135 minutes
- ♦ Course format – Online (24/7 access)
- ♦ Entry requirements – No prerequisites required
- ♦ Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- ♦ Certification/Qualification – Downloadable CPD certificate
- ♦ Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- ♦ Course accreditation – CPD Certification Service (CPDUK)
- ♦ Course access – Part-time (1-year access)
- ♦ Course delivery – Via desktop PC/MAC, laptops, tablets or smartphones.

### Who is the course for?

This online Mastering Microsoft Project 2016 Part 2 training course is suitable for all learners who want to familiarise themselves with the basic features and functions of Microsoft Project Professional 2016 so you can use it effectively and efficiently in your real-world environment.

### Course aims

This Mastering Microsoft Project 2016 Part 2 e-Learning course aims to:

- ♦ Impart key knowledge and skills on the creation of a functional project plan using Project 2016
- ♦ Help the learner gain essential knowledge and skills to manage an assigned project effectively and efficiently.



## Learning objectives

On completion of this Mastering Microsoft Project 2016 Part 2 e-Learning course, the learner will be able to:

- Manage and update task progress with SharePoint
- Create custom fields and views
- Analyse a project plan
- Construct custom and visual reports.

## Learning outcomes

Once you have completed this Mastering Microsoft Project 2016 Part 2 e-Learning course, the learner will be able to:

- Create a functional project plan
- Analyse a given project plan for its applicability
- Prepare a visual report for a project.

## What is covered in this course?

This online Mastering Microsoft Project 2016 Part 2 training course includes the following:

- Unit 1: Enter task progress
- Unit 2: Update task progress with SharePoint
- Unit 3: Update work
- Unit 4: Update costs
- Unit 5: View project progress
- Unit 6: Add custom fields
- Unit 7: Create custom views
- Unit 8: Create A network diagram
- Unit 9: Analyse a project plan
- Unit 10: Edit a task list
- Unit 11: Reschedule tasks
- Unit 12: Update a baseline
- Unit 13: Format and share a chart view
- Unit 14: View existing reports
- Unit 15: Create custom reports
- Unit 16: Create a visual report
- Unit 17: Change project options
- Unit 18: Create a project plan template
- Unit 19: Share resources
- Unit 20: Link project plans.

## Why is this online Mastering Microsoft Project 2016 - Part 2 training course essential?

Undergoing this course will arm you with the requisite skills to plan for a project with confidence. The acquisition of the essential knowledge and skills on drafting and sharing a project plan makes taking this course a noble decision.



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★ ← →  
**Learn. Develop. Comply**

## HOW IT WORKS

### Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

### Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

### Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

### Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

### Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality assured CPD certificate

### 100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

## ACCREDITATION

### End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

### Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

### Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuing Professional Development (CPD) guidelines.





[Click Here to Buy this Course](#)



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## WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.



### Civility in the Workplace Training Course for Global Executives

*"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."*

Nicolle Billmyre, YPO, Texas, USA



### City and Hackney

Clinical Commissioning Group

### Counter Fraud, Bribery and Corruption Training for NHS Providers

*"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".*

Harriet Griffiths, NHS City and Hackney CCG, London, UK



### Accredited Training Courses, Programmes and Regulated Qualifications

*"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".*

Mansh Bhatti, Reed Courses, London, UK

*"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".*

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



### Healthcare choice for **everyone** Statutory and Mandatory Training for Healthcare Providers

*"All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".*

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK



### Online Training and Development for the Public Sector

*"We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."*

David Sanchez, Eden Brown Synergy, London, UK



### Blended Train the Trainer Courses for Healthcare Providers

*"We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".*

Kate McLoughlin, Nuffield Health, Bournemouth, UK



[Click Here to Buy this Course](#)

# LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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## WEBSITE

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## WORKING HOURS

Mon - Fri / 9:00AM - 5:00PM

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