



Microsoft Project 2016

Microsoft Official Academic Course

E-Book Rental (120 Days)	978-1-119-29828-1	March 2017	\$18.00
E-Book Rental (150 Days)	978-1-119-29828-1	March 2017	\$19.00
E-Book	978-1-119-29828-1	March 2017	\$64.00

DESCRIPTION

The Microsoft Official Academic Course (MOAC) textbook for Project 2016 is designed to help develop and reinforce common workforce skills within today's competitive job markets. With this textbook students learn to establish and navigate through project resources like establishing and adjusting resource pay rates and working times.

- Task assignments include assigning work resources and assignments to tasks; allowing certain actions to tag and change Project's scheduling behaviors.
- Scheduling refinements and formatting allows students to understand the different task types and the effects of the work formulas.
- Students will be able to understand how to utilize the task information dialog box to change a task type.

This edition also covers project reporting, integrating Microsoft Project with other programs, and managing multiple projects at once. Skills mastery of Project 2016 can help students with casework and differentiate job hunters in today's competitive job market.

ABOUT THE AUTHOR

The **Microsoft Official Academic Course** series is a complete program for instructors and institutions to prepare and deliver great courses on Microsoft software technologies. With MOAC, we recognize that, because of the rapid pace of change in the technology and curriculum developed by Microsoft, there is an ongoing set of needs beyond classroom instruction tools for an instructor to be ready to teach the course. MOAC endeavors to provide solutions for all these needs in a systematic manner in

order to ensure a successful and rewarding course experience for both instructor and student—technical and curriculum training for instructor readiness with new software releases, the software itself for student use at home for building hands-on skills, assessment and validation of skill development, and a great set of tools for delivering instruction in the classroom and lab. All are important to the smooth delivery of an interesting course on Microsoft software, and all are provided with the Microsoft Official Academic Course program.

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