

Course Outline | Microsoft Project Advanced

1 day(s)

Overview

This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional in order that you can use it effectively and efficiently in the real-world. This course will enable you to manage the project so that it is completed on time, within budget, and according to scope. Each lesson in this course is created around the executing, monitoring, and controlling tasks that can be done using the advanced commands.

Prerequisites

In order to ensure your success in this course, you need to be able to create a new project plan; manage time, tasks and resources in a project plan; and share a project plan. These topics are covered in the Microsoft Project Introduction course.

Course Outline

Managing the Project Environment

- Link Projects
- Baseline a Project
- Work with Custom Fields

Managing Task Structures

- Change a Task List
- Create a Network Diagram
- Manage the Critical Path
- Use Lag and Lead
- Analyze Earned Value

Generating Project Views

- Use View Commands
- Use Existing Views
- Create Custom Views
- Format and Share the Timeline View

Producing Project Reports

- Use Existing Reports
- Create Custom Reports
- Export Visual Reports