

# Course Outline | Microsoft Project Advanced

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1 day(s)

This is the advanced training course for Microsoft Project. It looks at advanced skills and builds upon skills students developed in the introductory course. At the end of this course, students are going to be comfortable managing the Project environment, working within task structures, generating views, and creating reports.

Please note that this course is intended for the desktop version of the Microsoft Project.

## Course Outline

### Managing the Project Environment

- Link Projects
- Create and Use Resource Pools
- Baseline a Project
- Work with Custom Fields
- Change Project Options

### Managing Task Structures

- Change a Task List
- Create a Network Diagram
- Manage the Critical Path
- Use Lag and Lead
- Update Project Work
- 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