Microsoft® Project 2013: Level 2

Training Course Content

Course Objective: This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment.

Prerequisites: To ensure your success in this course, you should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a project plan, and share a project plan. This can be accomplished by taking Microsoft® Project 2013: Part 1.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Managing the Project Environment

Topic 1A: Link Projects
Topic 1B: Baseline a Project
Topic 1C: Work with Custom Fields

Lesson 2: Managing Task Structures

Topic 2A: Change a Task List
Topic 2B: Create a Network Diagram
Topic 2C: Manage the Critical Path
Topic 2D: Use Lag and Lead
Topic 2E: Analyze Earned Value

Lesson 3: Generating Project Views

Topic 3A: Use View Commands
Topic 3B: Use Existing Views
Topic 3C: Create Custom Views
Topic 3D: Format and Share the Timeline View

Lesson 4: Producing Project Reports

Topic 4A: Use Existing Reports
Topic 4B: Create Custom Reports
Topic 4C: Export Visual Reports