



Microsoft Project Level 2

Microsoft Office 2013 / 2016 / 365

Course Length: 1 day

Delivery: Remote Live and Classroom Live

Overview

Microsoft Project 2013/2016 Level 2 will cover the advanced topics of the program. We will build upon knowledge already gained and go into greater depth to create a project. This will allow the student to have a better understanding of the core features and will clarify the concepts. We will then discuss Master Projects that combines several projects into one Master Project and can be managed on a single view. Resource pools will centralize resources for all individual projects. Customizing the system can be used to creating formulas like Excel which will improve the ability to analyze trends and possible problems. All this customization can be exported to transfer to other project plans. Finally, time permits, we can cover Earned Value which is a technique used to determine the health of a project and make corrective action if needed.

Prerequisites

Project Level 1 or equivalent working knowledge

Outline

Concepts Covered:

1. Working with Views, Tables, Formatting, and Startup
Views, Split View, New Window, Tables, Formatting, Font, Layout, Columns, Timescale, Calendar, Start Date and Project Name.
2. Task Name, Durations and Outlining
Tasks, Durations, Placeholders, Respect Links, Move Task, Mode, Milestone, Split Task, Fixed Task, Fixed Duration, Indenting, Outline Number, Project Summary, Summary Tasks, WBS and Reoccurring.
3. Linking
Five ways to link, Finish-To-Start, Start-To-Start, Finish-To-Finish, Start-To-Finish, Lag, Lead, Constraint, and Deadline.



4. Calendar

Base Calendar, Resource Calendar, View Calendar, Working Calendar, Task Calendar, Assigned Resource Calendar, and Calendar Type.

5. Establishing Resources

Resource Sheet, Type, Max, Accrue Rate, Resource Information, Resource Graph, and Change Work Period.

6. Assigning Resources

Task Information, Assign Resources, and Resource Column.

7. Leveling Resources

Resource Sheet, Resource Usage, Over-Allocations, Leveling, Change Relationships, Change Lead, Change Lag, Reassign Resource, Work Checkbox, Over-Allocated Check Box, Resource Graph, Assign Resources, Graph, split Task Form, Add Overtime in Task Form, Add Overtime in Task Form and Add Details.

8. Cost and Budgeting

Resource Cost, Summary Table, Cost Table, Project Statistics, Accrual Methods and Budget Cost.

9. Critical Path

Show Critical Tasks, Show Slack, Show Late Tasks, Detailed Gantt Schedule, Filter and Slack.

10. Baseline

Set Baseline, Variance, Tracking Gantt, Update Project, Multiple Baseline Gantt, Baseline, Slippage, and Interim Plan.

11. Tracking

Mark On Track, 0, 25, 50, 75, 100%, Update Tasks, and Inactivate Task.



"The Clever Advantage"

12. Reports

Reports, Project 2010 Custom Reports, Project 2010 Reports, Project 2013, Gantt Chart Full Printout, Copy Picture, PDF Printing, and Visual Reports.

13. Master Projects

Subprojects, Show Subproject Link, Read Only Link, Updating Individual Projects, and Maintaining Links, in addition to Analyzing Baselines, Critical Paths, Resources and Costs

14. Resource Pools

Share Resources, Establishing a Resource Pool, Adding Resources, Assigning Resources to a Project and Master Project, Leveling Resources in the Master Project, and Saving a Centralized Resource Pool.

15. Customized Fields

Custom Fields, Value List, Accountable, Large Duration, Date, Variance, and Cost Increases.

16. Organizer

17. Sorting, Filtering, and Grouping

Sorting, Filtering, Grouping, Calendar Filter and Discontinued Custom Forms.

18. Import and Export

Import Outlook, Export Excel, Import Excel, Export Access, Maps and Copy n Paste

19. Timeline

Split View, Timeline, Add to Timeline, Gantt and Timeline, Gantt Chart Arrow, Add Task, Drag a Task, Callouts, Non Tasks, and Add To Gantt Chart.

20. Templates

Create A Template, Calendar Template, Save A Template, Recall A Template, Share file as a Template, Template Location and Office.com.



"The Clever Advantage"

21. Customized Behavior

General Options, Display Options, Schedule Options, Proofing Options, Save Options, Advanced Options,

22. Earned Value

Budgeted Cost, Actual Cost, Value of Work, and Status Date.

To register or for more information call our office **(208) 898-9036** or email register@leapfoxlearning.com



Microsoft® Partner
Silver Learning



"The Clever Advantage"