

Course Outline

Microsoft Project 2010-2013-2016

Course Description:

Manage your projects more effectively! Learn tips & tricks for planning, tracking, and reporting information. Create a basic project (Intro Level) and then assign resources, and track progress (Intermediate/Advanced Level).

*It is recommended to take both Intro and Intermediate/Advanced levels.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

Intro Level:

- ⇒ New Office interface & features
- ⇒ Overview (Definitions)
- ⇒ Database Objects
- ⇒ Project Information
- ⇒ Tasks - Basic
 - New Tasks, Editing, Deleting
 - Linking Tasks, Splitting Tasks
- ⇒ Tasks – Advanced
 - Milestones
 - Dependencies, Constraints
 - Recurring Tasks
- ⇒ Formatting
- ⇒ Views
- ⇒ Page Setup (Header, Footer, Legend) and Printing
- ⇒ Filter and AutoFilter
- ⇒ Reports

Intermediate/Advanced Level:

- ⇒ Review of Intro Level
- ⇒ Resources - Basic
 - New Resources, Editing
 - Assigning Resources
 - Resource Costs
 - Resource Calendars
- ⇒ Resources – Advanced
 - Resource Pools
 - Contouring, Leveling
 - Views
- ⇒ Baselines, Interim Plans
- ⇒ Formatting
- ⇒ Views
 - Customizing Tables
 - Calculated Fields
- ⇒ Tracking
- ⇒ Reports

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