Course Outline

Microsoft Office Project 2013 Level 2

Course Description:

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.
Delegates taking this course are usually responsible for managing projects in a work environment. This includes creating and maintaining project plans.

This course is also for students seeking to become a Microsoft Certified Technology Specialist (MCTS) in Microsoft Office Project 2013.

Pre-requisites:

Before starting this course, delegates are recommended to take the following PTR course or have equivalent knowledge: Microsoft Office Project 2013: Level 1.

Course Content:

- **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

Course Outline

- **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

Course Duration: 1 Days