



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
"Training You Can Really Use"

# Microsoft® Project® 2021: Part 2

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

## Course Description

This course is designed to familiarize participants with some of the advanced features and functions of Microsoft Project. Participants will then be able to use it effectively and efficiently in a real-world environment. In *Microsoft® Project® 2021: Part 1*, participants learned the basic features of Microsoft Project during the planning phase of a project. This course covers the advanced knowledge and skills a project manager needs to update a project plan in Project during the execution, monitoring, and controlling phases of a project. In other words, once the project plan is approved by the project sponsor, this course will enable participants to manage the project so that it is completed on time, within budget, and according to scope.

*NOTE: This course is for anyone who has Project on the desktop, regardless of whether they purchased an "on-premise" edition or subscribed to a "cloud-based" (online) edition. Most project managers and project team members use the desktop application, so that is the main focus of this course. The main features of the online app are presented in an appendix. This material will benefit users of any current Office version.*

## Target Audience

This course is intended for:

- Persons who are responsible for creating and maintaining project plans.

## Prerequisites

To attend this course, candidates must have completed the following courses or have the equivalent knowledge and skills:

- *Microsoft® Project® 2021: Part 1*
- *Using Microsoft® Windows® 10*
- *Microsoft® Office Word: Part 1 (any current version)*
- *Microsoft® Office Excel®: Part 1 (any current version)*
- *Microsoft® Office PowerPoint®: Part 1 (any current version)*



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## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Update a project plan.
- Generate project views to manage a project.
- Create project reports to share a project's status.
- Reuse project plan information.
- Work with multiple projects.

## Course Topics

### Module 1: Updating a Project Plan

- Enter Task Progress
- Enter Overtime Work
- Edit Tasks
- Update Cost Rate Tables
- Update a Baseline

### Module 2: Viewing Project Progress

- Use View Commands
- Add a Custom Field
- Create Custom Views
- Format and Share the Timeline View

### Module 3: Reporting on Project Progress

- View Built-in Reports
- Create Custom Reports
- Create a Visual Report

### Module 4: Reusing Project Plan Information

- Create a Project Plan Template
- Share Project Plan Elements with Other Plans

### Module 5: Working with Multiple Projects

- Share Resources
- Link Project Plans

### Appendix A: Exploring Project Management in the Cloud

## ACTIVITIES INCLUDED

