

Microsoft® Project 2013: Part 2

Duration: 1 Day

Method: Instructor-Led

Course Description

This course is designed to familiarise 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. It covers the advanced knowledge and skills a project manager needs to update a project plan in Project 2013 during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope. Each lesson in this course is built around the executing, monitoring, and controlling tasks that can be accomplished using the advanced commands found on one of these Project 2013 tabs: **PROJECT, TASK, VIEW, or REPORT**. This will enable you to become a "power user" and leverage the full potential of the application.

Target Audience

This course is intended for:

- Professionals who are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

Prerequisites

To attend this course, participants must have:

- Completed the *Microsoft® Project 2013: Part 1* course or the equivalent knowledge and skills.

Course Objectives

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

- Manage the project environment.
- Manage task structures.
- Generate project views to manage a project.
- Produce project reports to share a project's status.



Course Content

Lesson 1: Managing the Project Environment

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

Lesson 2: Managing Task Structures

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

Lesson 3: Generating Project Views

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

Lesson 4: Producing Project Reports

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

ACTIVITES INCLUDED

