



TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

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Let's Reach For Excellence!

Microsoft Project 2013: Advanced Skills

Duration: 01 day

This course builds on the concepts and skills taught in the Basic course. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. Students will also learn how to communicate project information by using Project Server 2013 and how to integrate Project data with other Office applications



COURSE OUTLINE

Lessons	Concepts – Activities
1: Using templates and importing data	Topic A: Working with templates Topic B: Creating projects from other programs
2: Managing a project	Topic A: Setting baselines Topic B: Updating an active project Topic C: Monitoring progress
3: Analyzing and adjusting the plan	Topic A: Analyzing the plan Topic B: Delays and conflicts Topic C: Team Planner view
4: Working with reports	Topic A: Standard reports Topic B: Visual reports
5: Customizing Project	Topic A: Custom views Topic B: Macros Topic C: Gantt chart formatting Topic D: Custom fields
6: Managing multiple projects	Topic A: Consolidating and sharing projects Topic B: Sharing resources among projects
7: Exchanging project information	Topic A: Collaboration Topic B: Hyperlinks Topic C: Exporting to Office applications