



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Project Level 2

Duration: 2 Day

Objectives: This course is designed for existing users of Project. Users will see techniques for using the application in a more efficient manner and learn how to manage projects more effectively. This entirely 'hands on' course allows participants the chance to explore some of the more complex Project features and functions.

Prerequisites: This course is aimed at existing users of Microsoft Project who have attended the Microsoft Project Level 1 course or who have a good basic knowledge of Project and project management.

Setting the Plan

- Creating a Baseline Plan
- Previewing the Baseline Report
- Clearing a Baseline

Tracking Project Progress

- Modifying the Environment for Tracking
- Entering Data for Completed Tasks
- Entering Actual Data for Tasks in Progress

Adjusting the Schedule

- Adjusting the Schedule of Future Tasks
- Setting and Displaying an Interim Plan

Adjusting Resource Schedules

- Work Hour Considerations
- Customising Resource Reports

Customising Project

- Working with Views
- Working with Toolbars and Macros
- Working with Global Settings
- Using the Options Dialog Box

Working with Data in other Applications

- Importing Data
- Exporting Data
- Copying Data into Other Office Applications

Working with Resource Pools

- Opening Resource Pools
- Linking a Project to a Resource Pool
- Updating and Refreshing a Resource Pool

Working with Subprojects and Master Projects

- Subprojects and Master Projects
- Linking a Subproject to a Master
- Linking Tasks that cross Projects
- Adding a Task to a Master Project
- Sharing Resources
- Setting Baselines in a Master Project