Microsoft Project Level II

Picking up where Microsoft Project Level I left off, this course explores more advanced features of the application like updating tasks, analyzing a project plan, and creating custom reports. By the end of MS Project Level II, you'll be able to execute, monitor, and control a project using Microsoft Project 2016.

Group classes in NYC and onsite training is available for this course.
For more information, email nyc@careercenters.com or visit:
https://www.careercenters.com/courses/project-level-ii

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Course Outline

Executing a Project

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan

Controlling a Project Plan

- Edit the Task List
- Reschedule Tasks
- Update a Baseline

Reporting on Progress

- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

Customizing the Application

- Change Project Options

- Create a Project Plan Template

- Share Resources

- Link Project Plans