

Microsoft Project 2013 Advanced

Course Outline



Introduction

This one-day course is for individuals who have been working in Microsoft Project for an extended amount of time or have taken the Fundamentals course. Students will learn advanced techniques with MS Project Professional 2013. Topics such as templates, custom fields, tables and views will be covered. Students will also learn how to integrate Project with other Office applications such as Microsoft Excel, Word and PowerPoint. Reporting using Visual Reports as well as Dashboard reports will also be covered. Other topics such as master and sub-projects will be covered as well as sharing resources across projects.

Audience

This course is intended for project and portfolio managers who will be working with Project 2013 and will be responsible for creating and managing projects with Project 2013.

At Course Completion

After completing this course, students will be learn about and be able to:

- Working with Templates
- Customizing Fields, Tables and Views
- Sharing data with Microsoft Office
- Advanced Dashboard & Visual Reporting
- Tracking and Analyzing Progress
- Working with Multiple Projects
- Customizing Project

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MP13-ADV

Days of Training: 1

Overview

This advanced one day Microsoft Project course is for individuals who have been working in Microsoft Project for an extended amount of time or have taken the Fundamentals course. Students will learn advanced techniques with MS Project Professional 2013.

Prerequisites

To ensure your success, we recommend you have some working knowledge of your computers operating system and MS Office Suite. Students should also have taken the MS Project Professional fundamentals (MP13-Fundamentals) class or have equivalent experience.

Module 1: Working with Templates

Creating projects from an existing template

Module 2: Customizing Fields, Tables and Views

Create custom tables and views to display information in a desired format

Module 3: Sharing data with Microsoft Office

Export project data to Excel to utilize workbooks and PivotTables

Module 4: Advanced Dashboard & Visual Reporting

Use the new Reporting & Visual Reporting features to represent 3-Dimensional and graphical data elements

Module 5: Tracking and Analyzing Progress

Track and analyze the progress of your project using tracking tools and earned values

Module 6: Working with Multiple Projects

Use consolidation and cross-link features to manage multiple projects

Module 7: Customizing Project

Adding commands and buttons in the ribbon and Quick access toolbars
Use macros to automate repetitive project tasks