



Project 2013 Level 2 Course Content

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Course Objectives:

- Customize Microsoft Project elements including tables, views, and reports.
- Use sample templates, create custom templates, and use the Organizer to manage project elements.
- Work with progress lines, Earned Value tables, and Visual Reports.
- Use and create Import/Export maps.
- Create master projects, insert and work with subprojects, and create links to external tasks.
- Assign tasks to resources from a resource pool, modify resource information, and update the resource pool.
- Work with rollup task bars, hyperlinks, custom WBS codes, and macros.

This course is for students who are familiar with Microsoft Project and want to use more advanced features to manage a project or projects.

Course Content:	
Customizing Tables, Views and Reports	Customizing Project Elements Custom Tables, Views & Reports
Working with Templates	Sample & Custom Templates Using the Organizer
Tracking and Analyzing Project Data	Progress Lines Earned Value Analysis Custom Visual Reports
Importing and Exporting Data	Importing & Exporting Files Using Import/Export Maps
Working with Multiple Projects	Master Projects & Subprojects Working with multiple projects Linking Tasks across projects
Resource Pools	Creating Resource Pools Working with Resource Pools
Additional Features	Rollup Task Bars Hyperlinks Custom WBS Codes Macros