



# Project 2016 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:	
<b>Customizing Tables, Views and Reports</b>	Customizing Project Elements Custom Tables, Views & Reports
<b>Working with Templates</b>	Sample & Custom Templates Using the Organizer
<b>Tracking and Analyzing Project Data</b>	Progress Lines Earned Value Analysis Custom Visual Reports
<b>Importing and Exporting Data</b>	Importing & Exporting Files Using Import/Export Maps
<b>Working with Multiple Projects</b>	Master Projects & Subprojects Working with multiple projects Linking Tasks across projects
<b>Resource Pools</b>	Creating Resource Pools Working with Resource Pools
<b>Additional Features</b>	Rollup Task Bars Hyperlinks Custom WBS Codes Macros