

# Microsoft Project 2013

## Level 2 Course

**Length:** 1 Day

**Prerequisites:** General knowledge of Windows, a basic understanding of project management concepts and material covered in Level 1 course.

### OUTLINE:

#### Review of Level 1 Course

##### Advanced Task Scheduling

- See Task Relationships with Task Path
- Adjusting task link relationships
- Setting task constraints
- Interrupting work on a task
- Adjusting working time for individual tasks
- Control task scheduling with task types

##### Fine-Tuning Task Details

- Entering deadline dates
- Entering fixed costs
- Setting up a recurring task
- Viewing the project's critical path
- Scheduling summary tasks manually

##### Fine-Tuning Resource and Assignment Details

- Setting up resource availability to apply at different times
- Entering multiple pay rates for a resource

- Setting up resource pay rates to apply at different times
- Setting up material resources
- Delaying the start of assignments
- Applying contours to assignments
- Applying different pay rates to assignments
- Assigning material resources to tasks
- Viewing resource capability
- Adjusting assignments in the team planner view

##### Fine-Tuning the Project Plan

- Examining resource allocation over time
- Resolving resource overallocations manually
- Leveling overallocated resources
- Checking the plan's cost and finish date
- Inactivating tasks

##### Tracking Progress on Tasks and Assignments

- Updating a baseline
- Tracking actual and remaining values for tasks and assignments
- Tracking time phased actual work for Tasks and Assignments
- Rescheduling incomplete work

##### Viewing and Reporting Project Status

- Identifying tasks that have slipped
- Examining task costs
- Examining resource costs
- Reporting project cost variance with a spotlight view

##### Getting Your Project Back on Track

- Troubleshooting time and schedule problems

- Troubleshooting cost and resource problems
- Troubleshooting scope-of-work problems

### **Applying Advanced Formatting and Printing**

- Formatting a Gantt chart view
- Formatting a Timeline view
- Formatting a Network Diagram view
- Formatting a Calendar view
- Printing and exporting views

### **Advanced Report Formatting**

- Formatting tables in a report
- Formatting charts in a report
- Creating a custom report

### **Customizing Project**

- Sharing custom elements between plans
- Recording macros
- Editing macros
- Customizing the ribbon and Quick Access Toolbar

### **Sharing Information with Other Programs**

- Copying Project data to other programs
- Opening other file formats in Project
- Saving to other file formats from Project
- Generating visual reports with Excel and Visio