



# Project 2016

## Level 2

This instructor-led course covers advanced features of Microsoft Project such as working with advanced tasks and resource pools, updating and tracking projects, working with data from other applications, creating, modifying and customizing reports, managing multiple projects, consolidating projects, beautifying a project file and creating Macros to automate tasks.

*Prerequisite: Students should have completed Project Level 1 or have previous Microsoft Project experience prior to attending this class.*

### Lesson 1 - Updating and Tracking Projects

- Updating Task Progress
- Updating Work Performed
- Manually Updating Costs
- Rescheduling Uncompleted Tasks
- Filtering Tasks
- Displaying Variances
- Viewing Progress Lines

### Lesson 2 - Working with Data from Other Applications

- Copying and Pasting to Other Applications
- Importing a Task List
- Creating an Import Map
- Exporting Project Data
- Using the Copy Picture Command

### Lesson 3 - Working with Reports

- Printing a View as a Report
- Viewing Standard Reports
- Customizing a Report
- Modifying Report Formatting
- Modifying a Header and a Footer
- Inserting a Graphic into a Report
- Adjusting Report Margins
- Printing a Report
- Creating Visual Reports
- Work with Visual Report Templates

## Lesson 4 - Managing Multiple Projects

- Creating a Resource Pool
- Linking Projects to a Resource Pool
- Updating Resource Pool Information
- Consolidating Projects
- Linking Tasks between Projects
- Sharing Elements between Projects
- Creating a Project Plan Template

## Lesson 5 - Formatting a Project File

- Formatting Bar Styles
- Changing Bar Styles
- Formatting Timescales
- Creating Custom Fields
- Creating Custom Tables
- Creating Custom Views
- Creating Custom Groups
- Using Drawing Tools
- Creating a Macro
- Running a Macro

*Note: Our course outlines are a guide to the content covered in a typical class. We reserve the right to modify the class topics to meet the objectives of a particular class.*