

Course Name

Microsoft Project Level 2

Course Duration

One Day

Course Objectives

This course is designed to familiarize you with the advanced features and functions of Microsoft Project. People taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

Course Content

- **Managing the Project Environment**
 - Link Projects
 - Baseline a Project
 - Work with Custom Fields
- **Managing Task Structures**
 - Change a Task List
 - Create a Network Diagram
 - Manage the Critical Path
 - Use Lag and Lead
 - Analyze Earned Value
- **Generating Project Views**
 - Use View Commands
 - Use Existing Views
 - Create Custom Views
 - Format and Share the Timeline View
- **Producing Project Reports**
 - Use Existing Reports
 - Create Custom Reports
 - Export Visual Reports

Prerequisites

Microsoft Project Level 1, or equivalent level of knowledge.

Interested in this course?

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