



Microsoft Project Advanced

Overview: This course covers the advanced knowledge and skills a project manager needs to update a project plan in Project during the execution, monitoring, and controlling phases of a project

Prerequisites: To ensure your success in this course, you should have basic project management knowledge and skills. Additionally, you should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a project plan, and share a project plan using Microsoft Project.

Course Length: One Day

Course Content

Lesson 1: Updating a Project Plan

- Enter Task Progress
- Enter Overtime Work
- Edit Tasks
- Cost Rate Tables
- Update a Baseline

Lesson 2: Viewing Project Progress

- Use View Commands
- Add a Custom Field
- Create Custom Views
- Format and Share the Timeline View

Lesson 3: Reporting on Project Progress

- View Built-in Reports
- Create Custom Reports
- Create a Visual Report

Lesson 4: Reusing Project Plan Information

- Create a Project Plan Template
- Share Project Plan Elements with Other Plans

Lesson 5: Working with Multiple Projects

- Share Resources
- Link Project Plans

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