

Microsoft Project 2013: Part 2



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Course Duration: 1 day

Overview:

Welcome to Microsoft® Project 2013: Part 2. This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment.

Target Student:

Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

This course is also for students seeking to become a Microsoft Certified Technology Specialist (MCTS) in Microsoft Office Project 2013 certification.

Prerequisites:

To ensure your success in this course, 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. This can be accomplished by taking the following course: Microsoft® Project 2013: Part 1.

Microsoft Project 2013: Part 2



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Course Content:

Lesson 1: Managing the Project Environment

Topic A: Link Projects

Topic B: Baseline a Project

Topic C: Work with Custom Fields

Lesson 2: Managing Task Structures

Topic A: Change a Task List

Topic B: Create a Network Diagram

Topic C: Manage the Critical Path

Topic D: Use Lag and Lead

Topic E: Analyze Earned Value

Lesson 3: Generating Project Views

Topic A: Use View Commands

Topic B: Use Existing Views

Topic C: Create Custom Views

Topic D: Format and Share the Timeline View

Lesson 4: Producing Project Reports

Topic A: Use Existing Reports

Topic B: Create Custom Reports

Topic C: Export Visual Reports