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MICROSOFT PROJECT 2013 INTERMEDIATE

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COURSE LENGTH: 1.0 DAYS

To manage projects efficiently using Project 2013, it is essential to build on basic skills already known and learn additional features of the software.

Microsoft Project 2013 Intermediate Training Course provides understanding and skill development builds upon basic skills and covers intermediate features of the application, such as customising the Gantt chart, using network diagrams, creating custom WBS code, updating a project, printing and reporting, sharing resources, and more.

The course is designed for users that have elementary skills in Project 2013. Beginners may consider developing basic skills in the application with Microsoft Project 2013 Introduction Training Course.

This hands-on training workshop is available now throughout New Zealand, including Auckland, Wellington and Christchurch, and also via instructor-led online training.

MICROSOFT PROJECT 2013 INTERMEDIATE COURSE OUTLINE

FOREWORD

This training course helps participants to build upon basic skills in Microsoft Project 2013. Intermediate and new features of Microsoft Project 2013 will be covered, including understanding project views, managing projects, examining projects, updating projects, printing reports and project views, reporting by report type, updating the resource pool, and comparing project versions. During the course, participants will learn and practice the use of the various functions of Project 2013 to gain expertise in managing projects skilfully.

Microsoft Project 2013 Intermediate Training Course is the second course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

OUTCOMES

After completing this course, participants will have learned to:

- Change time scales
- Add a custom Gantt Chart
- Use network diagrams
- Work with the Network Box (or Node)
- Modify and format tables
- Create, display and use custom WBS codes
- Use team planner
- Create a budget
- Use AutoFilters
- Track and update tasks
- Understand project costs
- Work with Project Server and Deliverable Fields
- View, organise and print reports
- Change print settings
- Review and update assignments
- Compare project versions
- Perform resource sharing functions
- Update the Resource Pool
- Stop resource sharing temporarily and permanently
- Consolidate projects

MODULES

Lesson 1: Managing the project and understanding project views

- Exercises: Preparing a project for analysis and tracking and performing Resource Leveling
- Customising the Gantt Chart bars
- Displaying the Critical Path
- Using the Formatting Tab of the ribbon
- Using Network Diagrams
- Displaying Tables
- Inserting and hiding columns
- Creating a New Table
- Applying Filters
- Using AutoFilters
- Understanding and viewing WBS Codes

Lesson 2: Examining and Updating the Project

- Amending tasks using various views
- Using Resource Leveling
- Understanding baseline and interim plans
- View project baseline information
- Compare baseline and scheduled information
- Tracking and Updating Tasks Effectively
- Exercise: Updating the Holiday project
- Viewing Progress Lines
- Exercise: Show the Project Progress Line
- Understanding project costs
- Exercise: Adding costs
- Creating a budget
- Viewing total resource costs
- Viewing total task costs
- Reducing project costs
- Understanding Project Deliverables

Lesson 3: Printing and Reporting

- Printing project views
- Viewing and changing the print settings
- Add a header, footer, or legend to a view
- Viewing the built in Reports
- Editing Reports
- Visual Reports
- What You Can Print
- Reports by Report Type

Lesson 4: Multiple Projects and Resource Sharing

- The Resource Pool
- Exercise: Create a resource pool from an existing project and share the resources
- Updating the Resource Pool
- Review and update assignments
- Update resource availability or cost information
- Stop sharing resources (temporarily)
- Stop sharing resources from a Resource Pool (permanently)
- Consolidating projects
- When to use a master project and subprojects
- Insert subprojects into a master project
- Compare Project Versions

WEB LINKS

- View this course online
- In-house Training Instant Quote