Microsoft Project 365 Level 2

Course ID #: 7000-1125-ZZ-Z
Hours: 7
Delivery Method: Group Internet Based

Course Content

Description:

This course is designed to familiarize you with some of the advanced features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment.

In Microsoft® Project® 2019-2024/365: Part 1, you learned the basic features of Microsoft Project during the planning phase of a project. 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. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

Objectives:

Upon successful completion of this course, students will:

- Update a project plan.
- Generate project views to manage a project.
- Create project reports to share a project's status.
- Reuse project plan information.
- Work with multiple projects.

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.

Target Audience:

This course is designed for business professionals with an understanding of project management concepts and who are responsible for creating and maintaining project plans. Target students will be looking to acquire the advanced knowledge and skills needed to update a project plan in Microsoft Project during the execution, monitoring, and controlling phases of a project.

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Topics:

Lesson 1: Updating a Project Plan
- Topic A: Enter Task Progress
- Topic B: Enter Overtime Work
- Topic C: Edit Tasks
- Topic D: Update Cost Rate Tables
- Topic E: Update a Baseline

Lesson 2: Viewing Project Progress
- Topic A: Use View Commands
- Topic B: Add Custom Fields
- Topic C: Create Custom Views
- Topic D: Format and Share the Timeline

Lesson 3: Reporting on Project Progress
- Topic A: View Built-In Reports
- Topic B: Create Custom Reports
- Topic C: Create Visual Reports

Lesson 4: Reusing Project Plan Information
- Topic A: Create a Project Plan Template
- Topic B: Share Project Plan Elements with Other Plans

Lesson 5: Working with Multiple Projects
- Topic A: Share Resources
- Topic B: Link Project Plans

Register for this class by visiting us at:
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NASBA CPE details are provided on the following pages.

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NASBA Information

Level: Intermediate
Advanced Preparation:
Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.
Recommended Field(s) of Study: Computer Software & Applications
Recommended CPEs: 7.80

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution
For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: **www.tcworkshop.com**

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NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.