

# Microsoft Project 2013 Part 2

## Course Description

The Microsoft Project 2013: Advanced Training covers the advanced knowledge and skills a project manager needs to update a project plan in Project 2013 during the execution, monitoring, and controlling phases of a project. Once the project plan is approved by the project sponsor, this Training will enable users to manage the project so that it is completed on time, within budget, and according to scope.



## Course Objectives

Upon successful completion of this Training, participants will become "power users" and have the knowledge and skills to leverage the full potential of the application.

- Manage the project environment
- Manage task structures
- Generate project views to manage a project
- Produce project reports to share a project's status

## Course Curriculum

- Managing the Project Environment
- Link Projects
- Baseline a Project
- Work with Custom Fields
- Change Project Options
- Extend Project with Apps
- 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
- Create Custom Reports

## Course Materials

- Microsoft Project 2013 – Workbook and Digital Courseware
- Microsoft Project 2013 – Online Resources
- Microsoft Project 2013 – Data Files

## Investment

\$249.00 per participant

Participants that successfully complete the Microsoft Project 2013 Course will:

- Receive a Microsoft Project 2013 Part 2 Course Certificate



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