COURSE SYLLABUS

Microsoft Project Level II (Self-Paced)

Advanced Microsoft Project covering execution, monitoring, constraints, and reporting.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/microsoft-project-level-ii-self-paced



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Course Outline

Executing a Project

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan

Controlling a Project Plan

- Edit the Task List
- Reschedule Tasks
- Update a Baseline

Reporting on Progress

- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

Customizing the Application

- Change Project Options
- Create a Project Plan Template
- Share Resources
- Link Project Plans