



## Microsoft Office Project 2013 Level 2

Course PR13-02 Day 2 Instructor-led, Hands on

### Introduction

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information. You will manage and customize project plans during the implementation stage of a project.

### At Course Completion

Upon successful completion of this course, students will be able to:

- Update a Project plan.
- Adjust Project plans
- Report on Project information
- Create Project templates
- Customize Project
- Work with multiple projects

### Prerequisites

Students enrolling in this class should have the following:

- An understanding of project management concepts. The course Project Fundamentals, (Course No. PRFND) provides this information
- An understanding of project management concepts.
- Knowledge of a Windows operating system
- Microsoft Office Project 2013: Level 1.

### Course Outline

#### Module 1: Updating a Project Plan

- Marking tasks complete
- Adjusting actuals
- Marking tasks partially complete
- Showing progress lines

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- Comparing actuals to a baseline

## **Module 2: Adjusting Project Plans**

- Changing project resources
- Adjusting task schedules
- Splitting tasks
- Delaying the remainder of a project
- Saving an interim plan
- Saving another baseline

## **Module 3: Reporting on Project Information**

- Using built-in reports
- Exporting information to Excel
- Copying information to Word
- Using visual reports

## **Module 4: Creating Project Templates**

- Removing unwanted information
- Saving the project as a template
- Using a project template

## **Module 5: Customizing Project**

- Using filters
- Formatting a project table
- Grouping project information
- Using custom fields
- Customizing views
- Building custom tables
- Building custom reports
- Sharing custom items with other projects
- Setting project options

## **Module 6: Working with Multiple Projects**

- Resource pools
- Mast projects