



Microsoft Office Project 2016 Advanced

Course PR16ADV 2 Days Instructor-led, Hands on

Introduction

This two day instructor-led course is designed for individuals who will use Microsoft Office Project 2013 as a tool to assist them in managing projects. The goal of this course is to introduce advanced techniques to fine-tune tasks and resources, optimize your project plan, track progress against the plan, and work with shared resources pools and consolidated projects. Students will also learn to customize the Project environment by setting preferences, recording macros, working with the organizer and creating custom views, tables and reports

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.

At Course Completion

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

- Fine tune resource and assignment details
- Fine tune the Project plan
- Organize project details
- Track progress on tasks and assignments
- View and report project status
- Get your project back on track

Prerequisites

Students enrolling in this class should have attended Microsoft Project 2016, Course PR2016, or have equivalent knowledge and skills.

Course Outline

Module 1: Organizing Project Details

- Sort plan details
- Group plan details
- Filter plan details
- Create new tables
- Create new views

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Module 2: Tracking Progress on Tasks and Assignments

- Updating a baseline
- Tracking actual and remaining values for tasks and assignments
- Tracking timephased actual work for tasks and assignments
- Rescheduling incomplete work

Module 3: Viewing and Reporting Project Status

- Examine a plan's variance
- Identify tasks that have slipped
- Examine task costs
- Examine resource costs

Module 4: Format and Print Views

- Format a Gantt chart view
- Format a Timeline view
- Format a Network Diagram view
- Format a Calendar view
- Print and export views

Module 5: Format Reports

- Create a custom report
- Customize charts in a report
- Customize tables in a report

Module 6: Customizing Project

- Sharing custom elements between plans
- Recording macros
- Editing macros
- Customizing the ribbon and Quick Access Toolbar

Module 7: Sharing Information with Other Programs

- Copying Project data to other programs
- Opening other file formats in Project
- Saving to other file formats from Project
- Generating visual reports with Excel and Visio

Module 8: Consolidating Projects and Resources

- Share a resource pool across multiple plans
- Consolidate plans
- Create dependencies between plans