



Course:

Microsoft Project 2016: Advanced

Duration: 1 Day

Description:

This ILT Series course builds on the concepts and skills taught in Project 2016: Basic. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, share resources, consolidate projects, and customize Project. Students will also learn how to communicate project information by using Project Server 2016, and how to integrate Project data with other Office applications.

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Unit 1: Using templates and importing data

- Topic A: Working with templates
- Topic B: Creating projects from other programs

Unit 2: Managing a project

- Topic A: Setting baselines
- Topic B: Updating an active project
- Topic C: Monitoring progress

Unit 3: Analyzing and adjusting the plan

- Topic A: Analyzing the plan
- Topic B: Delays and conflicts
- Topic C: Team Planner view

Unit 4: Working with reports

- Topic A: Standard reports
- Topic B: Visual reports

Unit 5: Customizing Project

- Topic A: Custom views
- Topic B: Macros
- Topic C: Gantt chart formatting
- Topic D: Custom fields

Unit 6: Managing multiple projects

- Topic A: Consolidating and sharing projects
- Topic B: Sharing resources among projects

Unit 7: Exchanging project information

- Topic A: Collaboration
- Topic B: Hyperlinks
- Topic C: Exporting to Office applications