



**Course:**

**Microsoft Project 2016: Advanced**

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**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**

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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