

PROJECT 2013: LEVEL 2

Available Dates: **Jan 14, Feb 19, Mar 20, Apr 18, May 13, Jun 25**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This ILT Series course builds on the concepts and skills taught in the Basic (Level 1) course. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. Students will also learn how to communicate project information by using Project Server 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