COURSE SYLLABUS

Microsoft Project Level II (Self-Paced)

This advanced Microsoft Project class for PC users is designed to get you familiar with the advanced features and functions of Microsoft Project Professional so you can track costs, allocate resources, and manage projects.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/microsoft-project-level-ii-self-paced



hello@nobledesktop.com • (212) 226-4149

Course Outline

Executing a Project

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan

Controlling a Project Plan

- Edit the Task List
- Reschedule Tasks
- Update a Baseline

Reporting on Progress

- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

Customizing the Application

- Change Project Options
- Create a Project Plan Template

- Share Resources
- Link Project Plans