

Microsoft Project 2013: Part 2

Course Overview

This course provides students with the knowledge and skills to manage the project environment, manage task structures, generate project views, and produce project reports.

<u>Course Introduction</u>	1m
Course Introduction	
<u>Unit 01 - Managing the Project Environment</u>	47m
Topic A: Link Projects	
Linked Tasks and Projects	
Insert Subproject	
Insert Subproject Options	
Links Between Projects	
Demo 1-1: Linking Projects	
Topic B: Baseline a Project	
Baseline	
Set a Baseline	
Clear a Baseline	
Demo 1-2: Baselining a Project	
Topic C: Work with Custom Fields	
Custom Fields	
Add Custom Fields	
View Custom Fields	
Lookup Table	
Formula	
Demo 1-3: Working With Custom Fields	
Unit 01 Review	
<u>Unit 02 - Managing Task Structures</u>	1h 18m
Topic A: Change a Task List	
Autolink Inserted or Moved Tasks	
Insert a New Task	
Split Tasks	
Delete and Move Tasks	
Unlink and Relink Tasks	
Demo 2-1: Changing a Task List	
Topic B: Create a Network Diagram	
Network Diagram	
Network Diagram View	
Link Nodes	
Milestones and Summary Task Nodes	
Demo 2-2: Creating a Network Diagram	
Topic C: Manage the Critical Path	
Paths	
Critical Path	
Topic D: Use Lag and Lead	
Normal Finish-to-Start Relationship	
Lag	
Adding Lag	

Lead
Adding Lead
Demo 2-3: Adding Lag and Lead Time
Topic E: Analyze Earned Value
Earned Value
Earned Value Methods
Change Earned Value Method
Status Date
Mark on Track and Update Tasks
Earned Value Report
More Tables
Earned Value Table
Demo 2-4: Analyzing Earned Value
Unit 02 Review

Unit 03 - Generating Project Views

1h 3m

Topic A: Use View Commands
Sort Views
Outline Views
Table Views
Highlight Views
Filter Views
Group Views
Demo 3-1: Using View Commands
Topic B: Use Existing Views
Default Views
More Views
Demo 3-2: Using Existing Views
Topic C: Create Custom Views
New Views
New Single View and New Combination View
Edit Views
Copy Views
The Organizer
Format Views
Demo 3-3: Creating Custom Views
Topic D: Format and Share the Timeline View
Timeline View
Format the Timeline
Share the Timeline
Demo 3-4: Formatting and Sharing the Timeline
Unit 03 Review

Unit 04 - Producing Project Reports

39m

Topic A: Use Existing Reports
Dashboard Reports
Resource Reports
Cost Reports
In Progress Reports
Demo 4-1: Using Existing Reports
Topic B: Create Custom Reports
New Reports
Report Design Tools
Chart Types
Chart Design Commands
Chart Format Commands

Table Design Commands
Table Layout Commands
Field List
Edit Charts Quickly
Hyperlinks in Reports
Images in Reports
Demo 4-2: Creating Custom Reports
Topic C: Export Visual Reports
Visual Reports
Demo 4-3: Exporting Visual Reports
Unit 04 Review
Course Closure

Total Duration: 3h 47m