

Microsoft Project 2016 Advanced

Course Outline



Introduction

This one-day course is for individuals who have been working in Microsoft Project for an extended amount of time or have taken the Fundamentals course. Students will learn advanced techniques with MS Project Professional 2016. Topics such as templates, custom fields, tables and views will be covered. Students will also learn how to integrate Project with other Office applications such as Microsoft Excel, Word and PowerPoint. Reporting using Visual Reports as well as Dashboard reports will also be covered. Other topics such as master and sub-projects will be also be reviewed as well as sharing resources across projects.

Audience

This course is intended for project and portfolio managers who have been working with Microsoft Project for an extended amount of time and are interested in learning advanced techniques and features with Microsoft Project 2013.

At Course Completion

After completing this course, students will be learn about and be able to:

- Working with Master Projects, Sub-Projects and Resource Pools
- Creating and Managing custom Fields, Tables and Views
- Sharing data with Microsoft Office
- Advanced Dashboard & Visual Reporting
- Tracking and Analyzing Progress
- Customizing Project

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Course Outline

MP16-ADV

Days of Training: 1

Overview

This advanced one day Microsoft Project course is for individuals who have been working in Microsoft Project for an extended amount of time or have taken the Fundamentals course. Students will learn advanced techniques with MS Project Professional 2016 including master and sub-projects, creating fields and views, exporting project information and much more.

Prerequisites

To ensure your success, we recommend you have some working knowledge of your computers operating system and MS Office Suite. Students should also have taken the MS Project Professional fundamentals (MP16-Fundamentals) class or have equivalent experience.

Module 1: Working with Master, Sub-Projects and Resource Pools

Create Master and Sub Projects, shared resource pools and create cross-link features to manage multiple projects.

Module 2: Creating and Managing custom Fields, Tables and Views

Create custom fields tables and views to display custom field information

Module 3: Sharing data with Microsoft Office

Export project data to Excel and other Office applications to utilize workbooks, PivotTables and display important project information.

Module 4: Advanced Dashboard & Visual Reporting

Use Dashboard Reporting & Visual Reporting features to represent 3-Dimensional and graphical data elements and present project information in dashboard reports

Module 5: Tracking and Analyzing Progress

Learn about and use tracking views and fields to track and analyze project progress

Module 6: Customizing the Project Environment

Create new commands and ribbon elements including working with the Quick Access toolbar to add and manage frequently used commands. Create and use macros to automate repetitive project tasks.