cto
computer training options

Microsoft Project 2013
Level 2 Training

Overview:
Microsoft Project 2013 – Level 2 is designed for existing users of Microsoft Project who wish to extend their skills and knowledge beyond the creation of simple projects.

Learning Outcomes:
At the completion of this course you should be able to:

- use various techniques for leveling over allocation of resources
- assign material resources in a project
- assign and track costs within a project
- apply constraints and deadlines to tasks in a project
- track the progress of a project
- work more productively with project views
- work with tables in ***Microsoft Project***
- work with some of the features that allow you to control your data
- format projects to make them more appealing and relevant
- print data from ***Gantt Charts*** in a variety of ways and presentations

Prerequisites:
Microsoft Project 2013 - Level 2 assumes that the learner can create basic and simple projects using Microsoft Project. It would also be beneficial for the learner to have a general understanding of personal computers and the windows operating system environment.

Duration:
1 Day

Courseware:
High quality learning materials are available for purchase by participants.

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Resource Leveling
- Understanding Resource Leveling
- Creating Resource Chaos
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating An Over Allocation Report
- Fix 1 - Changing Work Effort
- Understanding Overtime
- Fix 2 - Assigning Overtime
- Fix 3 - Hiring Contract Labour
- Fix 4 - Switching Work Assignments
- Fix 5 - Rescheduling Tasks

Assigning Materials
- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding To A Material Assignment
- Checking Work For Materials

Costs
- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying a Different Cost Table
- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

Constraints And Deadlines
- Understanding Constraints And Deadlines
- Reviewing Our Project
- Adding A Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating A Deadline

Project Tracking
- Creating A Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

Project Views
- Understanding Project Views
- Working With the Standard Views
- Creating Split Views
- Creating a Custom View
- Creating a Custom Combination View
- Using Custom Views
- Customising the View Menus
- Saving an Existing View
- Deleting Unwanted Views
- Keeping New Views Local

Tables
- Exploring Tables
- Creating a New Table
- Adding Fields Using Add New Column
- Adding Fields Using Insert Column
- Adding Simple Custom Fields
- Formatting Table Fields
- Creating a Simple Lookup Table
- Using a Custom Table
- Using a Hyperlink Field

Controlling Project Data
- Understanding the Data Tools
- Basic Data Highlighting
- Highlighting Date Ranges
- Highlighting a Range of Tasks
- Highlighting Tasks With Specific Resources
- More Highlight Filters
- Applying Filters
- Creating a Custom Filter
- Using a Custom Filter
- Editing Existing Filters
- Deleting an Unwanted Filter
- Grouping Tasks
- Using AutoFilters

Formatting Projects
- Understanding the Timescale
- Changing Time Periods
- Showing Tiers
- Modifying Specific Tiers Formatting for Non-Working Time
- Changing Text Styles
- Working With Gridlines
- Displaying Progress Lines
- Working With Progress Lines
- Changing the Layout
- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles

- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

Printing Gantt Charts
- Placing Printing Commands on the Ribbon
- Using Print Preview
- Setting Page Breaks
- Printing Specific Dates and Pages
- Printing Headers
- Printing Footers
- Working With the Legend
- Getting the Right Report Fit
- Exporting to PDF