PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Project 2016 Advanced Training

5808 8521

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1.0 DAY COURSE

This is the second part of our two-part training materials courseware for Microsoft Project 2016. It looks at advanced skills and builds upon skills your students developed in part one.

The PD Training Microsoft Project 2016 Advanced Training Course teaches participants on how to manage project environment, task structures, create network diagram, project reports and more.

This hands-on training workshop is available now throughout Hong Kong, including Central and also via instructor-led online training.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Managing the Project Environment

Students will start in this lesson by learning how to link projects. They will then progress through learning how to create and user resource pools, how to baseline a project, how to work with custom fields, how to change project options and extend Project with apps.

Managing Task Structures

This lesson covers several topics. Here, your students will learn how to: change a task list, create a network diagram, manage the critical path, use lag and lead, update project work, and analyse earned value.

Generating Project Views

The four topics in this lesson are: Use View Commands, Use Existing Views, Create Custom Views, and Format and Share the Timeline View.

Producing Project Reports

Topics in this final lesson show students ways to: use existing reports and create custom ones, and export visual reports.

Outcomes

Delegates should have a good working knowledge and understanding of the concepts covered in the Introduction.
After completing this course participants will be able to:

- Manage the Project Environment
- Create and Use Resource Pools
- Manage Task Structures
- Create a Network Diagram
- Update Project Work
- Generate Project Views
- Use existing and Custom Views
- Format and Share the Timeline View
- Produce Project Reports
- Create Custom Reports
- Export Visual Reports

Modules

Lesson 1: Managing the Project Environment

- Link Projects
- Create and Use Resource Pools
- Baseline a Project
- Work with Custom Fields
- Change Project Options
- Extend Project with Apps

Lesson 2: Managing Task Structures

- Change a Task List
- Create a Network Diagram
- Manage the Critical Path
- Use Lag and Lead
- Update Project Work
- Analyse Earned Value

Lesson 3: Generating Project Views

- Use View Commands
- Use Existing Views
- Create Custom Views
- Format and Share the Timeline View

Lesson 4: Producing Project Reports

- Use Existing Reports
- Create Custom Reports
- Export Visual Reports

Talk to our expert team

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