



Overview

Training Day: 2

This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2016 so that you can use it effectively and efficiently in a real-world environment.

Lesson 1: Executing a Project

- Topic A: Enter Task Progress
- Topic B: Update Task Progress with SharePoint
- Topic C: Update Work
- Topic D: Update Costs

Lesson 2: Monitoring Project Progress

- Topic A: View Project Progress
- Topic B: Add Custom Fields
- Topic C: Create Custom Views
- Topic D: Create a Network Diagram
- Topic E: Analyze a Project Plan

Lesson 3: Controlling a Project Plan

- Topic A: Edit the Task List
- Topic B: Reschedule Tasks
- Topic C: Update a Baseline



Lesson 4: Reporting on Progress

- Topic A: Format and Share a Chart View
- Topic B: View Existing Reports
- Topic C: Create Custom Reports
- Topic D: Create a Visual Report

Lesson 5: Customizing the Application

- Topic A: Change Project Options
- Topic B: Create a Project Plan Template
- Topic C: Share Resources
- Topic D: Link Project Plans

