

## Project Level 2

### Course Description

Students will learn how to manage projects using MS Project.

### Prerequisites

*Windows 7- Basic* or equivalent knowledge.

### What Next?

Access, Excel

### Course Content

#### **Unit 1: Using templates and importing data**

Working with templates  
Creating projects from other programs

#### **Unit 2: Managing a project**

Setting baselines  
Updating an active project  
Monitoring progress

#### **Unit 3: Analyzing and adjusting the plan**

Analyzing the plan  
Delays and conflicts  
Team Planner view

#### **Unit 4: Working with reports**

Standard reports  
Visual reports

#### **Unit 5: Customizing Project**

Custom views  
Macros  
Gantt chart formatting  
Custom fields

#### **Unit 6: Managing multiple projects**

Consolidating and sharing projects  
Sharing resources among projects

#### **Unit 7: Exchanging project information**

Collaboration  
Hyperlinks  
Exporting to Office applications