MS Project

Level 2

Updating & Tracking projects

- ❖ Updating task progress
- ❖ Updating work performed
- ❖ Manually updating costs
- ❖ Rescheduling uncompleted tasks
- ❖ Filtering tasks
- ❖ Displaying variances
- ❖ Viewing progress lines
- ❖ Lesson summary – updating and tracking projects
- ❖ Lesson quiz 1
- ❖ Lab 1 – on your own

Working with data from other applications

- ❖ Copying and pasting to other applications
- ❖ Importing a task list
- ❖ Creating an import map
- ❖ Exporting project data
- ❖ Using the copy picture command
- ❖ Lesson summary - working with data from other application
- ❖ Lesson quiz 2
- ❖ Lab 2 –on your own

Working with reports

- ❖ Printing a view as a report
- ❖ Viewing standard reports
- ❖ Customizing a report
- ❖ Modifying report formatting
- ❖ Modifying a header and a footer
- ❖ Inserting a graphic into a report
- ❖ Adjusting report margins

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- ❖ Printing a report
- ❖ Creating visual reports
- ❖ Work with visual report templates
- ❖ Lesson summary – working with reports
- ❖ Lesson 3 quiz
- ❖ Lab 3 – on your own

Managing multiple projects

- ❖ Creating a resource pool
- ❖ Linking projects to a resource pool
- ❖ Updating resource pool information
- ❖ Consolidating projects
- ❖ Linking tasks between projects
- ❖ Sharing elements between projects
- ❖ Creating a project plan template
- ❖ Lesson summary – managing multiple projects
- ❖ Lesson 4 quiz
- ❖ Lab 4 – on your own

Formatting a project file

- ❖ Formatting bar styles
- ❖ Changing bar styles
- ❖ Formatting timescales
- ❖ Creating custom fields
- ❖ Creating custom tables
- ❖ Creating custom views
- ❖ Creating custom groups
- ❖ Using drawing tools
- ❖ Creating a macro
- ❖ Running a macro
- ❖ Lesson summary - formatting a project file
- ❖ Lesson 5 quiz
- ❖ Lab 5- on your own

Class project – an office move