

# Microsoft Project 2013 Advanced - 1 Day

***PDU's - 6.5***  
***CEUs - 0.70***

## ***PMI's Certification Breakdown***

PMP - 6.50  
PMI-RMP - 6.50

## ***PMI's Talent Triangle Breakdown***

Technical - 6.50

***Course Description:*** This course will build upon the skills learned in the *Microsoft Project 2013 Intermediate* course. This course will demonstrate advanced features of the application, including emphasis on customization of the application itself. At the end of this course, students will be able to exchange project plan data with other applications, customize elements, automate activities in MS Project with macros and reuse project plan information.

***Method of teaching:*** *Students will use Microsoft Project 2013 Professional to work through example modules and create their own project plan.*

## ***Course Objectives:***

### **Objective 1: Applying Advanced Formatting and Printing**

- Examine how to format a Gantt chart view
- Discuss additional Gantt chart formatting features
- Examine how to format a timeline view
- Examine how to format a network diagram view
- Examine how to format a calendar view
- Examine how to print and export views

### **Objective 2: Applying Advanced Report Formatting**

- Examine how to format tables and charts in a report
- Examine how to create a custom report

### **Objective 3: Customizing Microsoft Project 2013 Professional**

- Discuss sharing custom elements between plans
- Examine how to record and edit macros
- Examine how to customize the ribbon and quick access bar

### **Objective 4: Sharing Information with Other Programs**

- Examine how to copy and paste data to other programs
- Examine how to open other file formats in MS Project
- Examine how to save to other file formats from MS Project
- Discuss working with files from previous versions of MS Project
- Examine how to generate visual reports with Excel and Visio

*(Continued on next page)*

## Objective 5: Consolidating Projects and Resources

- Examine how to create a resource pool
- Discuss creating a dedicated resource pool
- Examine how to view assignment details in a resource pool
- Examine how to update assignments in a sharer plan
- Examine how to update resource information in a resource pool
- Examine how to update working times in a resource pool
- Examine how to link new plans to a resource pool
- Examine how to change sharer plan assignments and updating a resource pool
- Examine how to consolidate plans
- Examine how to create dependencies between plans