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Microsoft Project 2016 Advanced - 1 Day

PDUs - 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 2016 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 Project with macros and reuse project plan information.

Method of teaching: Students will use Microsoft Project 2016 Professional to work through example modules and create their own project plan.

Course Objectives:

Objective 1: Examine how to View and Report on Project Status

- Examine how to Identify Tasks That Have Slipped
- Discuss Project Variance
- Discuss Project Communication
- Examine how to Review Task Costs
- Examine how to Review Resource Costs
- Examine how to Report Project Cost Variance with a Stoplight View

Objective 2: Examine how to Apply 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 3: Examine how to Apply Advanced Report Formatting

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

Objective 4: Examine how to Customize Microsoft Project

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

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Objective 5: Examine how to Share Information with Other Programs

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

Objective 6: Examine how to Consolidate Projects and Resources

- Examine how to create a resource pool
- Discuss creating a dedicated resource pool
- Examine how to view assignment detail 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 all plans' 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

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