

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.

This course looks at advanced skills and builds upon skills you developed in part one. At the end of this course, you will be comfortable managing the Project environment, working within task structures, generating views, and creating reports.

Lesson 1: Managing the Project Environment

- Topic A: Link Projects
- Topic B: Create and Use Resource Pools
- Topic C: Baseline a Project
- Topic D: Work with Custom Fields
- Topic E: Change Project Options
- Topic F: Extend Project with Apps

Lesson 2: Managing Task Structures

- Topic A: Change a Task List
- Topic B: Create a Network Diagram
- Topic C: Manage the Critical Path
- Topic D: Use Lag and Lead
- Topic E: Update Project Work
- Topic F: Analyze Earned Value

Lesson 3: Generating Project Views

- Topic A: Use View Commands
- Topic B: Use Existing Views
- Topic C: Create Custom Views
- Topic D: Format and Share the Timeline View

Lesson 4: Producing Project Reports

- Topic A: Use Existing Reports
- Topic B: Create Custom Reports
- Topic C: Export Visual Reports