



# Microsoft Project 2016 Level 2



## DURATION

1 Day

## COURSE OVERVIEW

This course builds on the concepts and skills taught in the Microsoft Project Level 1 course. You will learn how to work to a more in-depth level with Microsoft Project 2016 and how to integrate Project data with other Office applications.

## TARGET AUDIENCE

This course is designed for people who have the ability to create and update project plans using Microsoft Project 2016 and wish to build on those skills to create more comprehensive project plans.

## LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Exchange project plan data.
- Update a project plan.
- Report project data visually.
- Reuse project plan information.

## PRE-REQUISITES

To be successful in this course, you should have attended our Microsoft Project 2016 Level 1 course or have the equivalent skills and knowledge:

## COURSE CONTENTS

### Managing a Project

- Setting baselines.
- Updating a project plan and monitoring progress.

### Analysing and Adjusting the Plan

- Analysing the plan.
- Delays and conflicts.

### Reporting

- Format and share a chart view.
- Reports and creating custom reports.
- Create and export visual reports.

### Customising Project

- Creating custom views, macros and fields.

### Managing Multiple Projects

- Consolidating and sharing projects.
- Sharing resources.

### Using Templates and Importing/Exporting Data

- Working with templates.
- Importing data from other Office applications.
- Exporting data to other Office applications.