# Microsoft Project 2016 - Level 2 & 3 / Advanced Training

Duration: **2 Day**

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## Overview

**Learn to create and manage a project schedule using Microsoft® Project 2016.**

Create and manage a project schedule using Microsoft® Project 2016.

**Who Should Attend?**

This course is designed for a person who has an understanding of project management concepts, is responsible for creating and modifying project plans, and needs a tool to manage those project plans.

## Prerequisites

Basic project management knowledge and skills are required to be successful in this course. Additionally, you should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a project pan, and share a project plan.

## What You Will Learn

Upon successful completion of this course, you will be able to manage an existing Microsoft Project 2016 project plan. You will:

- Update a project plan to reflect progress as you execute the project
- Monitor project progress in the project plan
- Adjust the project plan to control constraints
- Create project reports to share a project's status
- Customize project settings and share customizations with other projects

## Outline

**Day 1**

**Monitoring Project Progress**

- View Project Progress
- Add Custom Fields
- Create Custom Tables
- Create Calculated Fields
- Create Concatenated Fields

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- Creating Customized Date Functions Fields
- Create Custom Single Views
- Create Custom Combination View
- Create a Network Diagram
- Analyze a Project Plan

**Importing and Exporting Data**

- Import and Export Maps
- Importing External Files Into Projects
- Hyperlinking Files in Project

**Resource Pools**

- Resource Pools
- Working With Resource Pool
- Sharing a Resource Pool
- Managing a Resource Pool
- Reporting and Analyzing the Resource Pool

**Multiple Projects and Master Projects**

- Linking Projects Plans
- Create a Series of Sub Projects
- Managing Projects Within the Master Project
- Managing Projects in the Sub Project

**Day 2**

**Earned Value Analysis**

- Creating Progress Lines
- Using the Earned Value Tools
- Customizing the Earned Value Tables
- Defining the Different Fields Available for EVA

**Customizing the Application**

- Create Project Options
- Create a Project Plan Template
- Understanding Template Options
- The Organizer

**Reporting Tools**

- View Existing Reports
- View Visual Reports
- View Excel Reports

**Create Customized Excel Reports**

- Create Customized Visual Reports
- Report Dashboards
- Best Practice Analyzer

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**Advanced Additional Features**

- Integration with SharePoint
- Hyperlinks
- Custom WBS Codes
- Macros Overview