



4D Training

## MS Project Level 2

### Who would benefit?

This course is a follow up to the introduction day and includes many exercises to re-enforce knowledge as well as learning how to customise your project and effectively use the various views and reports.

### Objective

To gain a detailed working knowledge of Microsoft Project and to be able to create projects from start to finish, producing high quality professional project planning documentation.

### Content

- Recap quiz and exercise to check knowledge and discuss good practice
- Viewing, analysing and customising your project
  - Displaying and working with different views including the Network Diagram view and the Task Usage view
  - Applying different tables
  - Applying filters
  - Sorting and finding information
  - Grouping information
  - Inserting custom fields
  - Creating custom filters and custom views
  - Customising the Gantt chart – bar styles/progress lines/grid lines
  - Use the Organiser to copy custom items between projects
  - Importance of Baselining and Tracking the project
  - Understanding project costs
  - Spotting and resolving issues such as late tasks, resource conflicts
  - Running project reports
  - Exporting to Excel
  - Working with sub projects and master projects

### Duration

One day

### Pre-requisites

It is assumed that anyone attending this course has either attended or has the knowledge provided by MS Project Level 1.