

## MICROSOFT PROJECT 2013 ADVANCED TRAINING

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**MS Project 2013  
Advanced**



**COURSE LENGTH: 1.0 DAYS**

Master Microsoft Project 2013's new features for managing projects more efficiently and effectively by attending PD Training's Microsoft Project 2013 Advanced Training Course.

After completing this advanced course, you will have learned: to understand your project's management criteria, how to examine an existing project and modify it if necessary, how to manage resources and resolve any resource over-allocations, how to use the sample or global templates, how to customize Project 2013 (Ribbon, tables, filters) and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## MICROSOFT PROJECT 2013 ADVANCED TRAINING COURSE OUTLINE

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### FOREWORD

This course includes training in each of the advanced functions of Project 2013. During the training, participants learn to manage projects, examine existing projects, manage resources, customize Project 2013, modify displays, use templates, customize projects, edit macros, and more. The course aims to provide quick and practical learning to help participants master the use of Project 2013 in a short amount of time.

Microsoft Project 2013 Advanced Training Course is the third course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

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### OUTCOMES

**After completing this course, participants will have learned to:**

- ▶ Modify a project
  - ▶ Identify resource over-allocation
  - ▶ Use task inspector
  - ▶ Manage time
  - ▶ Display progress data
  - ▶ Chart data
  - ▶ Manage recurring tasks
  - ▶ Import into Project
  - ▶ Use templates
  - ▶ Customize tables
  - ▶ Customize filters
  - ▶ Create interactive filters
  - ▶ Customize the Ribbon
  - ▶ Create VBA code
  - ▶ Work with modules
  - ▶ Edit macros
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### MODULES

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### Lesson 1: Managing the Project

- ▶ Management Criteria
- ▶ Display progress data
- ▶ Planned Dates
- ▶ Actual Dates
- ▶ Scheduled Dates
- ▶ Managing Time
- ▶ Variance
- ▶ Examine an Existing Project
- ▶ Modify it According to Current Information
- ▶ Managing Resources
- ▶ Identifying Resource Over-allocations
- ▶ Resolve Resource Over-allocations Manually
- ▶ Task Inspector
- ▶ Resolve Over-allocations Using Resource Leveling

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### Lesson 2: Special Features and Advanced Analysis

- ▶ Exercise: Use the Course Development project
- ▶ Modifying the Display (Shortcuts)
- ▶ Task Usage and Resource Usage views
- ▶ Charting Data
- ▶ Importing into Project
- ▶ 'Grouping'
- ▶ Recurring Tasks

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### Lesson 3: Templates

- ▶ Templates
- ▶ Exercise: Use a Sample Template
- ▶ Global Template

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### Lesson 4: Customizing MS Project

- ▶ Customization
- ▶ Custom Tables
- ▶ Adding Columns to Tables
- ▶ Custom Filters
- ▶ Custom Filter Values
- ▶ Exercise: Create an Interactive Filter
- ▶ Customizing the Ribbon

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### Lesson 5: Macros Overview

- ▶ Macros
- ▶ Creating VBA Code
- ▶ The VB Editor
- ▶ Working with Modules
- ▶ Editing Macros

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)