

Course Name	Microsoft Project 2013 Advanced
Course Duration	1 day
Course Structure	Instructor-Led
Course Overview	<p>Welcome to Microsoft® Project 2013: Part 2. This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment.</p> <p><b>Target Student:</b> Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.</p> <p>This course is also for students seeking to become a Microsoft Certified Technology Specialist (MCTS) in Microsoft Office Project 2013 certification.</p> <p><b>Prerequisites:</b> To ensure your success in this course, 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 plan, and share a project plan.</p>
Course Details	<p><b>Lesson 1: Managing the Project Environment</b>        Topic A: Link Projects        Topic B: Baseline a Project        Topic C: Work with Custom Fields</p> <p><b>Lesson 2: Managing Task Structures</b>        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: Analyze Earned Value</p> <p><b>Lesson 3: Generating Project Views</b>        Topic A: Use View Commands        Topic B: Use Existing Views        Topic C: Create Custom Views        Topic D: Format and Share the Timeline View</p> <p><b>Lesson 4: Producing Project Reports</b>        Topic A: Use Existing Reports        Topic B: Create Custom Reports        Topic C: Export Visual Reports</p>