

# Microsoft® Project 2013: Part 2

**Course Number:**

091111

**Course Length:**

1 day

## Course Description

### Overview:

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.

### Course Objectives:

### Target Student:

Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

This course is also for students seeking to become a Microsoft Certified Technology Specialist (MCTS) in Microsoft Office Project 2013 certification.

### Prerequisites:

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. This can be accomplished by taking the following Logical Operations course: *Microsoft® Project 2013: Part 1*.

# Course Content

## Lesson 1: Managing the Project Environment

**Topic A:** Link Projects

**Topic B:** Baseline a Project

**Topic C:** Work with Custom Fields

## Lesson 2: Managing Task Structures

**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

## Lesson 3: Generating Project Views

**Topic A:** Use View Commands

**Topic B:** Use Existing Views

**Topic C:** Create Custom Views

**Topic D:** Format and Share the Timeline View

## Lesson 4: Producing Project Reports

**Topic A:** Use Existing Reports

**Topic B:** Create Custom Reports

**Topic C:** Export Visual Reports