Computer Teach Pro

39 Great Neck Rd
Great Neck, NY 11021
Phone: 800.401.7849, 516.773.9847, 212.598.1090 Fax: 516.706.0820
email: info@ComputerTeachPro.com
web: www.ComputerTeachPro.com

Microsoft Project Level 3 (Adv.) Objectives (5 hours recommended training time)

MS Project is software that assists project managers in developing plans, assigning resources to tasks, tracking progress, managing budgets and analyzing workloads. Level 3 will teach you how to use advanced views, format the Gantt chart, customize looks, set options, costs, WBS code, importing and exporting files, add drawings, track progress and work with multiple projects.

1: CUSTOMIZING PROJECT

a) Using Advanced Views

b) Formatting the Gantt Chart

c) Customizing How Project Looks

d) Setting Project's Options

2: ADVANCED TOPICS

a) Tasks

b) Project Costs

c) The WBS Code

d) Importing and Exporting Files

3: FINISHING YOUR PROJECT

a) Adding a Drawing

b) Editing a Drawing

c) Updating and Filtering Your Project

d) Creating Progress Lines

e) Tracking Progress

4: WORKING WITH MULTIPLE PROJECTS

a) Versions of Microsoft Project

b) Working with Resource Pools

c) Working w/Multiple Projects I

d) Working w/Multiple Projects II

Classes can be taken at our school in Great Neck, your business or your home.
We can provide training laptops for classes at your location.