



GTech Learn

"Our focus is your Success"



Course Contents

Level 02 : Working with Microsoft Project Online

Duration: 2 Days (16 hours)	Level: Advanced	Role: MS Project Users
Certification: Not Available	Public Schedules: TBD	Private Delivery: Reach Us

What's included?

- ✓ Learn from Microsoft Certified Trainer (MCT's)
- ✓ 24x7 Lab Access
- ✓ Official Courseware
- ✓ Exam Preps / Practice Tests
- ✓ Badges & Completion Certificate
- ✓ Discounted Exam Vouchers



Business Applications

Training Services

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Overview

Upon successful completion of this course, you will be able to manage an existing Microsoft Project Online project plan. You will:

- Update a project plan to reflect progress as you execute the project
- Monitor project progress in the project plan
- Adjust the project plan to control constraints
- Create project reports to share a project's status
- Customize project settings and share customizations with other projects

Pre-requisites

Students enrolling in this class should have the following:

- A general introductory-level understanding of project management concepts
- End-user skills with the current Windows operating system
- Proficient skills using Microsoft Office products

Contents

Day 1

Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Tables
- Create Calculated Fields
- Create Concatenated Fields
- Creating Customized Date Functions Fields
- Create Custom Single Views
- Create Custom Combination View
- Create a Network Diagram
- Analyze a Project Plan

Importing and Exporting Data

- Import and Export Maps
- Importing External Files Into Projects
- Hyperlinking Files in Project

Resource Pools

- Resource Pools
- Working With Resource Pool
- Sharing a Resource Pool
- Managing a Resource Pool
- Reporting and Analyzing the Resource Pool

Multiple Projects and Master Projects

- Linking Projects Plans
- Create a Series of Sub Projects
- Managing Projects Within the Master Project
- Managing Projects in the Sub Project

Day 2

Earned Value Analysis

- Creating Progress Lines
- Using the Earned Value Tools
- Customizing the Earned Value Tables
- Defining the Different Fields Available for EVA

Customizing the Application

- Create Project Options
- Create a Project Plan Template
- Understanding Template Options
- The Organizer

Reporting Tools

- View Existing Reports
- View Visual Reports
- View Excel Reports

Create Customized Excel Reports

- Create Customized Visual Reports
- Report Dashboards
- Best Practice Analyzer

Advanced Additional Features

- Integration with SharePoint
- Hyperlinks

- Custom WBS Codes
- Macros Overview

About GTech Learn

Established in 2011 in the USA, GTech Learn is one of the leading IT training organizations in North America & South East Asia. Driven by its unique USPs, GTech Learn is spurring competition, meeting the unmet needs of customers, assisting in skills upgrade, and supplementing talent pools with its presence in the USA, Canada, Singapore and India. This is consistent with our vision to help our Learners with skills upgrade for enhanced career opportunities.







As a Microsoft Learning Partner, we offer a broad range of learning solutions across the full Microsoft technology stack that can be customized.

Since 2011, GTech Learn has been developing custom-fit learning solutions that involve creating and delivering maximum results.

We have successfully helped all types of businesses, government entities, and individuals. For this reason, GTech has chosen by Microsoft to deliver comprehensive learning programs around the globe.

With flexible learning options, state-of-the-art delivery methods, numerous language preferences, experienced instructors, and complete dedication to our students, GTech Learn has the capabilities to help students develop their Microsoft skill sets and achieve increasingly high standards of productivity while organizations of all sizes realize the full potential of their technology investments.

Our Accreditations with Microsoft

 Security Training Services	 Modern Work Training Services	 Business Applications Training Services
 Infrastructure Azure Training Services	 Digital & App Innovation Azure Training Services	 Data & AI Azure Training Services