



Office Productivity Training

Helping your employees work smarter, not harder

Microsoft Project Level 2

Module 1

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

Module 2

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan

Module 3

- Edit the Task List
- Reschedule Tasks
- Update a Baseline

• Module 4

- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

Module 5

- Change Project Options
- Create a Project Plan Template
- Share Resources
- Link Project Plans