



# Microsoft Project 2019

## Level 2: Project Advanced Skills Course Outline

## Welcome

Welcome to your Microsoft Project 2019 course and thank you for choosing to study with Skills Campus.

You will receive a digital copy of your study material, which will come in a ZIP file. Most operating systems have built-in software that will open this automatically. If your system does not open the file, you can easily open this file by downloading any free zip software.

Skills Campus' Learning Management Platform is powered by uCertify.

## Course Objective

The Microsoft Project 2019 course will help you learn more about the MS Project application. This Microsoft Project training course is designed for people who have some prior knowledge of project management procedures and practices, and want to use Microsoft Project to apply it. With this Microsoft project course, you will learn how to consolidate projects using master projects and subprojects; work with project server and the quick access toolbar; and more.

This level has a range of topics over 7 modules that are accompanied by quizzes, flashcards, hands-on labs, and video tutorials.

## Syllabus

Module 1: The Quick Access Toolbar and advanced calendar topics

Module 2: Working with tasks

Module 3: Working with resources

Module 4: Managing the project schedule

Module 5: Other views and shortcuts

Module 6: Working with multiple projects and project integrations

Module 7: Working with Project data and closing out a project

## Microsoft Project Advanced Skills

After you complete this level, you will know:

- Work with the Quick Access Toolbar and advanced calendar topics
- Add task notes; set task deadlines and priorities; and group, sort, filter, highlight, and add fixed costs to tasks
- Group, sort, filter, and highlight resources; set resource working-time exceptions and pool resources for sharing; and create resource budget cost items
- Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve resource conflicts and scheduling issues
- Use the Task Form, Task Details Form, and Task Name Form; use the Resource Form and Resource Name Form; and understand the Relationship Diagram and compound views
- Consolidate projects using Master projects and Subprojects; and work with Project Server, Project Online, and SharePoint
- Use Project data in other applications, and create final reports

Module 1: The Quick Access Toolbar and advanced calendar topics

- A: The Quick Access Toolbar
- B: Advanced calendar topics
- Summary

Module 2: Working with tasks

- A: Task notes, task deadlines, and task priorities
- B: Miscellaneous task features and functions
- Summary

Module 3: Working with resources

- A: Grouping, sorting, filtering, and highlighting resources
- B: Resource working time and resource pools
- C: Resource budget cost items
- Summary

#### Module 4: Managing the project schedule

- A: Multiple baselines and interim plans
- B: Setting and using a status date
- C: Resolving resource conflicts and scheduling issues
- D: Delaying a task
- Summary

#### Module 5: Other views and shortcuts

- A: The Task Form, Task Details Form, and Task Name Form
- B: The Resource Form
- C: Compound views and the Relationship Diagram
- Summary

#### Module 6: Working with multiple projects and project integrations

- A: Consolidating multiple projects
- B: Project Server, Project Online, and SharePoint
- Summary

#### Module 7: Working with Project data and closing out a project

- A: Working with Project data
- B: Closing out a project
- Summary