



## Microsoft® Project (Level 2)

**Description:** Students will learn how to work with Project files: using Windows Explorer within Project, file management tools, using templates, and advanced views. Working with tasks: using the timeline view, working with tasks, linking tasks, editing tasks, and completing tasks. Working with resources: resource basics, creating the Project calendar, editing resources, and resource views. Managing resources: resources and tasks, using the team planner, resolving resource conflicts, and leveling resources. Project monitoring tools: setting a Project baseline, setting and interim plan, on the critical path, creating progress lines, and tracking progress.

### Lesson 1: Working with Project Files

- Using Windows Explorer within Project
- File Management Tools
- Using Templates
- Advanced Views

### Lesson 2: Working with Tasks

- Using the Timeline View
- Working with Tasks
- Linking Tasks
- Editing Tasks
- Completing Tasks

### Lesson 3: Working with Resources

- Resource Basics
- Creating the Project Calendar
- Creating the Project Calendar
- Resource Views

### Lesson 4: Resource Views

- Resources and Tasks
- Using the Team Planner
- Resolving Resource Conflicts
- Leveling Resources

### Lesson 5: Project Monitoring Tools

- Setting a Project Baseline
- Setting an Interim Plan
- On the Critical Path
- Creating Progress Lines
- Tracking Progress