

Project 2013:

Advanced

Topic-Level Outline

Days: 1

Prerequisites: *Project 2013: Basic* or equivalent experience

Unit 1: Using templates and importing data

Topic A: Working with templates

Topic B: Creating projects from other programs

Unit 2: Managing a project

Topic A: Setting baselines

Topic B: Updating an active project

Topic C: Monitoring progress

Unit 3: Analyzing and adjusting the plan

Topic A: Analyzing the plan

Topic B: Delays and conflicts

Topic C: Team Planner view

Unit 4: Working with reports

Topic A: Standard reports

Topic B: Visual reports

Unit 5: Customizing Project

Topic A: Custom views

Topic B: Macros

Topic C: Gantt chart formatting

Topic D: Custom fields

Unit 6: Managing multiple projects

Topic A: Consolidating and sharing projects

Topic B: Sharing resources among projects

Unit 7: Exchanging project information

Topic A: Collaboration

Topic B: Hyperlinks

Topic C: Exporting to Office applications