PROJ16-A - MS Project 2016 advanced course

Microsoft - Project - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to introduce participants to the advanced use of Microsoft Project 2016, enabling them to successfully manage projects that are focused on people and resources, using the specific tools of the software and taking advantage of its integration with other Office programs.

Programma

1. Review and progress of the project
• Creating and setting a project baseline
• Viewing and customizing a baseline
• Reviewing the differences between planned and actual durations and costs
• Manual and automatic update of project work
• Customizing and managing multiple calendars
2. Project advanced management
• Creating and managing custom fields
• Creating calculated fields
• Creating and managing a resource pool
• Adding and managing a subproject
• Setting the project progress
• Managing overtime work
• The automatic leveling and the resource graph
3. Relationships and graphical relationships
• Customizing relationships in MS Project
• Creating a graphical relationship

ITCore Group

Via Balestra, 12
6900 Lugano (CH)
+41.091.9760019
www.itcoregroup.com

Via Lanino, 36
21047 Saronno (VA)
+39.02.84108669
www.itcoregroup.com

- Customizing graphical relationships
- Customizing WBS

4. Exchanging data with other applications

- Connecting MS Project to MS Outlook
- Connecting MS Project to MS Excel
- Importing data into MS Project

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