Microsoft Project 2013
Level 2

INFOCUS COURSEWARE

WP: WATSONIA PUBLISHING

❖ **General Description**

Microsoft Project 2013 - Level 2 is designed for existing users of Microsoft Project who wish to extend their skills and knowledge beyond the creation of simple projects.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- use various techniques for levelling over allocation of resources
- assign material resources in a project
- assign and track costs within a project
- apply constraints and deadlines to tasks in a project
- track the progress of a project
- work more productively with project views
- work with tables in **Microsoft Project**
- work with some of the features that allow you to control your data
- format projects to make them more appealing and relevant
- print data from **Gantt Charts** in a variety of ways and presentations

❖ **Prerequisites**

Microsoft Project 2013 - Level 2 assumes that the learner can create basic and simple projects using Microsoft Project. It is also be beneficial for the learner to have a general understanding of personal computers and the Windows operating system environment

❖ **Topic Sheets**

109 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at **www.watsoniapublishing.com**.

This information sheet was produced on Friday, June 12, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

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Contents

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