❖ **General Description**

Microsoft Project 2013 - Module 2 is designed for users of Microsoft Project who want to take their skills beyond creating simple projects. It is particularly suited to Microsoft Project users who work with multiple projects and have a need to produce elaborate and detailed reports.

❖ **Learning Outcomes**

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

- 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
- create and work with several types of custom fields
- create and work with **WBS Codes**
- create a custom view with a custom filter, group and table
- run and modify standard graphical reports as well as create your own custom reports
- create and work with visual reports
- work with and create project templates
- work with and understand **Microsoft Project** project files
- work with and link multiple projects in **Microsoft Project**
- create shared resources for use amongst multiple projects
- downsize large project files into more manageable entities
- export project data to other applications
- create **VBA** macros to automate operations in a project file

❖ **Prerequisites**

The skills and knowledge acquired in **Microsoft Project 2013 - Module 2** will build on the basic skills of creating a project, and include skills such as working with project files, project and file linking, printing and reporting, project downsizing, sharing resources, and using Project VBA to automate operations.

❖ **Topic Sheets**

180 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

AUSTRALIAN MADE & OWNED

47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

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