

# MS PROJECT LEVEL 2



**Computer Smart Training Centre**  
SOFTWARE TRAINING SPECIALISTS

**Learning Outcomes:** MS Project Level 2 is designed for existing users of Microsoft Project who wish to extend their skills and knowledge beyond the creation of simple projects.

**Course Pre-Requisites:** This course assumes that the learner can create basic and simple projects using Microsoft Project. It is also beneficial for the learner to have a general understanding of personal computers and the Windows operating system environment.

## **Resource Levelling**

- Understanding Resource Levelling
- Creating Resource Problems
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating an Over Allocation Report
- Changing Work Effort
- Understanding Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

## **Assigning Materials**

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding To A Material Assignment
- Checking Work For Materials

## **Costs**

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying a Different Cost Table
- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

## **Constraints and Deadlines**

- Understanding Constraints & Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time
- Rescheduling Tasks

## **Project Tracking**

- Creating A Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

## **Project Views**

- Understanding Project Views
- Working With the Standard Views
- Creating Split Views
- Creating a Custom View
- Creating a Custom Combination View
- Using Custom Views
- Customising the View Menus
- Saving an Existing View
- Deleting Unwanted Views
- Keeping New Views Local
- Working With Multiple Files
- Hiding Open Files

## **Tables**

- Exploring Tables
- Creating a New Table
- Adding Fields Using Add New Column
- Adding Fields Using Insert Column
- Adding Simple Custom Fields
- Formatting Table Fields
- Creating a Simple Lookup Table
- Using a Custom Table
- Using a Hyperlink Field

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## **Controlling Project Data**

- Understanding the Data Tools
- Basic Data Highlighting
- Highlighting Date Ranges
- Highlighting a Range of Tasks
- Highlighting Tasks With Specific Resources
- More Highlight Filters
- Applying Filters
- Creating a Custom Filter
- Using a Custom Filter
- Editing Existing Filters
- Deleting an Unwanted Filter
- Grouping Tasks
- Using AutoFilters

## **Formatting Projects**

- Understanding the Timescale
- Changing Time Periods
- Showing Tiers
- Modifying Specific Tiers
- Formatting for Non-Working Time
- Changing Text Styles
- Working With Gridlines
- Displaying Progress Lines
- Working With Progress Lines
- Changing the Layout
- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles
- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

## **Advanced Printing**

- Placing Printing Commands on the Ribbon
- Using Print Preview
- Setting Page Breaks
- Printing Specific Dates and Pages
- Printing Headers
- Printing Footers
- Working With the Legend
- Getting the Right Report Fit
- Exporting to PDF