

Microsoft Project 365 Level 2 Course Outline

Duration: 1 Day

Are you ready to advance your expertise in Microsoft Project 365? Our Project Level 2 advanced training course offers the ideal opportunity to continue your educational journey. As the second part of our in-depth two-part series, this course is designed to enhance the foundational skills you gained in the beginner's course. Upon finishing the course, you will be adept at navigating the intricacies of the Project environment, structuring tasks efficiently, personalising your project views, and generating meaningful reports.

What You'll Learn

- Link projects and create shared resource pools.
- Set baselines and customise project fields.
- Manage tasks and analyse the critical path.
- Customise views, including the Timeline view.
- Create and export reports

Course Prerequisites

This Microsoft Project 365 Level 2 advanced course is ideal for those with foundational project management skills looking to enhance their expertise. To get the most out of the course, we recommend:

- Experience using Microsoft Project 365 to create and manage basic projects
- Understanding of task management, including creating tasks and milestones
- Familiarity with project timelines and basic resource allocation

Full Course Outline

Managing the Microsoft Project 365 Environment

- Link projects
- Create and utilise resource pools
- Baseline a project
- Work with custom fields
- Change project options

Managing Task Structures

- Change a task list
- Create a network diagram
- Manage the critical path

- Use lag and lead
- Update project work
- Analyse earned value

Generating Project Views

- Use view commands
- Utilise existing views
- Create custom views
- Format and share the timeline view

Producing Project Reports

- Utilise existing reports
- Create bespoke reports
- Export visual reports

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.