

# 55289-A: Microsoft Project 2019: Digging Deeper

## Module 1: Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List

This module explains how to start a project.

### *Lessons*

- Starting a Project

After completing this module, students will be able to:

- Set project options.
- Create a project from an existing project.
- Create a project from an Excel spreadsheet
- Create a project from a SharePoint list.

## Module 2: Advanced Methods for Managing Tasks and Resources

This module explains how to use Advanced Methods to manage tasks and resources.

### *Lessons*

- Manage Tasks and Resources
- Understanding Elapsed versus Actual Time Settings
- Setting Task Constraints
- Splitting and Delaying Tasks
- Using the Task Inspector
- Analyzing Critical Tasks and the Critical Path
- Using Lag Time and Lead Time
- Analyzing Task Assignments
- Using the Team Planner
- Using a Resource Pool and Sharing Resources
- Managing Resource Availability and Pay Rates

### *Lab : Exercises*

- Change the Task Dependency
- Creating a Task Constraint
- To Split a Task: using the Gantt Chart View
- Delaying a Task: Using a Gantt Chart View
- Viewing the Task Inspector
- Set Lag and Lead Time
- Adding a Note through the Assignment Information Dialog Box
- Displaying a Team Planner and Apply Formatting
- Sharing a Resource Pool
- Changing a Pay Rate

After completing this module, students will be able to:

- Work with task dependencies.
- Understand elapsed versus actual time settings.
- Set task constraints.
- Split and delay tasks.
- Use the task Inspector.
- Analyze critical tasks and the critical path.
- Use lag time and lead time.
- Analyze task assignments.
- Use the team planner.
- Use a resource pool and share resources.
- Manage resource availability and pay rates.

### Module 3: Managing the Project with Advanced Techniques

This module explains how to review and and fix any issues in projects.

#### *Lessons*

- Using Leveling to Solve Resource Overallocations
- Amending Tasks
- Understanding Baseline and Interim Plans
- Analyzing Project Costs and Creating Budgets

### *Lab : Exercises*

- Using Leveling to Solve Resource Overallocations: Using the Gantt
- Amending Tasks
- Setting Additional Baselines

- Creating Budgets

After completing this module, students will be able to:

- Use leveling to solve resource overallocation.
- Amend tasks.
- Understand baseline and interim plans.
- Analyze project costs and create budgets.

## Module 4: Formatting and Customizing Views

This module explains how to format and customize views in Microsoft Project.

### *Lessons*

- Customize the Gantt Chart
- Creating a Custom View
- Applying Filters
- Using Work Breakdown Structure (WBS) Codes

### *Lab : Exercises*

- Customizing the Gantt Chart Using Gantt Chart View
- Creating a Custom View
- Applying Filters

After completing this module, students will be able to:

- Customize the Gantt Chart.
- Create a Custom View.
- Apply Filters.
- Use Work Breakdown Structure (WBS) Codes.

## Module 5: Reporting

This module explains how to work with reports in Microsoft Project.

### *Lessons*

- Creating Visual Reports
- Editing Reports

### *Lab : Exercises*

- Creating a Visual Report
- Editing a Report

After completing this module, students will be able to:

- Create visual reports.
- Edit reports.

## Module 6: Working with Templates

This module explains how to work with templates in Microsoft Project.

### *Lessons*

- Using Subproject within a Project.
- Using the Organizer to Maintain Templates.

### *Lab : Exercises*

- Using Subproject within a Project
- Using the Organizer

After completing this module, students will be able to:

- Use subproject within a project.
- Use the Organizer to maintain templates.