

# MICROSOFT PROJECT 365: PART 2

Course Code: 821484

By the end of this course, users should be comfortable managing the Project environment, working within task structures, generating views, and creating reports.

Project is one of the most popular scheduling and project management programs on the market. This version of Project will look and feel familiar to you if you have used Project 2016 or even Project 2013.

This course is intended to help all users get up to speed with Microsoft Project's advanced features, including task management, timelines, earned value calculation, custom reports, and custom views.

Most of the features Microsoft incorporated in [Office 2019](#) already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

## What You'll Learn

- Managing the Project Environment
- Managing Tasks Structures
- Generating Project Views
- Producing Project Reports

## Who Needs to Attend

This course is intended to help all users get up to speed with Microsoft Project's advanced features, including task management, timelines, earned value calculation, custom reports, and custom views.

## Prerequisites

This course assumes that the user has completed or has an understanding of the materials covered in the first part of the Microsoft 365 Project courseware, including:

- The basic concepts of project management
- Navigating and customizing the Microsoft Project interface
- Adding tasks and resources to a project
- Saving a project
- Managing project time frames
- Changing the working time in a project

- Managing project tasks and resources
- Adding summary tasks and milestones to a project
- Allocating and levelling work resources
- Printing project views
- Sharing and exporting projects

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Managing the Project Environment**

- Topic A: Link Projects
- Topic B: Create and Use Resource Pools
- Topic C: Baseline a Project
- Topic D: Work with Custom Fields
- Topic E: Change Project Options

### **Lesson 2: Managing Task Structures**

- Topic A: Change a Task List
- Topic B: Create a Network Diagram
- Topic C: Manage the Critical Path
- Topic D: Use Lag and Lead
- Topic E: Update Project Work
- Topic F: Analyze Earned Value

### **Lesson 3: Generating Project Views**

- Topic A: Use View Commands
- Topic B: Use Existing Views
- Topic C: Create Custom Views
- Topic D: Format and Share the Timeline View

### **Lesson 4: Producing Project Reports**

- Topic A: Use Existing Reports
- Topic B: Create Custom Reports
- Topic C: Export Visual Reports

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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

## Virtual Classroom Live Outline

### **Lesson 1: Managing the Project Environment**

- Topic A: Link Projects
- Topic B: Create and Use Resource Pools
- Topic C: Baseline a Project
- Topic D: Work with Custom Fields
- Topic E: Change Project Options

### **Lesson 2: Managing Task Structures**

- Topic A: Change a Task List
- Topic B: Create a Network Diagram
- Topic C: Manage the Critical Path
- Topic D: Use Lag and Lead
- Topic E: Update Project Work
- Topic F: Analyze Earned Value

### **Lesson 3: Generating Project Views**

- Topic A: Use View Commands
- Topic B: Use Existing Views
- Topic C: Create Custom Views
- Topic D: Format and Share the Timeline View

### **Lesson 4: Producing Project Reports**

- Topic A: Use Existing Reports
- Topic B: Create Custom Reports
- Topic C: Export Visual Reports

Feb 13 - 13, 2026 | 9:00 AM - 5:00 PM EST

Apr 28 - 28, 2026 | 9:00 AM - 5:00 PM EDT



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PRIVATE GROUP TRAINING

1 Day

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