

Chapter 1: Working with the Critical Path

You will learn:

- Viewing the critical path.
- Viewing slack.
- Assigning overtime.

Chapter 2: Customizing Project Information

You will learn:

- Setting MS Project options.
- Using the Gantt Chart wizard.
- Using the drawing toolbar.
- Using the AutoFilter feature.
- Creating a custom filter.
- Applying a table to a view.
- Creating a custom table.
- Adding/hiding a table column.
- Creating a custom view.
- Using the organizer.

Chapter 3: Working with Baselines

You will learn:

- Saving a project baseline.
- Saving a task baseline.
- Saving a project interim plan.
- Saving a task interim plan.


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Chapter 4: Tracking Your Progress

You will learn:

- Revising the current date.
- Updating a task on schedule / not on schedule.
- Viewing slippage.
- Updating a task in progress.
- Entering the percent complete.
- Entering actual and remaining durations.
- Entering actual work values.
- Applying progress lines.
- Viewing summary information.

Chapter 5: Working with Earned Value

You will learn:

- Entering a status date.
- Viewing earned value data.
- Exporting earned value data to Excel.

Chapter 6: Working with Reports

You will learn:

- Creating a report.
- Creating a custom report.
- Creating a crosstab report.
- Using the print preview window.
- Changing page setup options.
- Printing a report.



Chapter 7: Finalizing a Project

You will learn:

- Marking tasks complete.
- Correcting actual data.
- Analyzing final data.
- Using final data in a new project.
- Copying task names to a new project.

Chapter 8: Working with Multiple Projects

You will learn:

- Creating a subproject.
- Inserting a project.
- Creating a consolidated project.
- Linking/unlinking subproject information.
- Viewing multiple critical paths.
- Saving a workspace file.

Chapter 9: Working with Resource Pools

You will learn:

- Creating a resource pool.
- Linking a project to a resource pool.
- Opening a shared file.
- Updating a resource pool.



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Chapter 10: Reviewing Workgroup and Web Basics

You will learn:

- Setting up the workgroup.
- Setting up workgroup resources.
- Sending/responding a TeamAssign message.
- Sending/responding a TeamUpdate message.
- Sending/responding a TeamStatus message.
- Updating the project.
- Customizing workgroup features.
- Adding hyperlinks to a project.
- Saving a project as an html file.

Chapter 11: Importing and Exporting Data

You will learn:

- Importing data.
- Exporting data.
- Creating a custom import map.
- Saving a project as a database.



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