



*Are you a pencil pusher trapped in a computer?  
We can help?*

**M J H COMPUTER TRAINING**

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# Microsoft® Project ® 2016: Part 2

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**Course Length: 1 day**

## Course Content

### **Lesson 1: Executing a Project**

**Topic A:** Enter Task Progress

**Topic B:** Update Task Progress with SharePoint

**Topic C:** Update Work

**Topic D:** Update Costs

### **Lesson 2: Monitoring Project Progress**

**Topic A:** View Project Progress

**Topic B:** Add Custom Fields

**Topic C:** Create Custom Views

**Topic D:** Create a Network Diagram

**Topic E:** Analyze a Project Plan

### **Lesson 3: Controlling a Project Plan**

**Topic A:** Edit the Task List

**Topic B:** Reschedule Tasks

**Topic C:** Update a Baseline

### **Lesson 4: Reporting on Progress**

**Topic A:** Format and Share a Chart View

**Topic B:** View Existing Reports

**Topic C:** Create Custom Reports

**Topic D:** Create a Visual Report

### **Lesson 5: Customizing the Application**

**Topic A:** Change Project Options

**Topic B:** Create a Project Plan Template

**Topic C:** Share Resources

**Topic D:** Link Project Plans

### **Appendix A: Extending Project with Macros and Apps**