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Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities – 7 hours (1 day)

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- Displaying task information or resource information in a grouped structure
- Filtering task and resource information using built-in or custom filter criteria
- Sorting task and resource information either temporarily or permanently
- Capturing, displaying, comparing, and updating baseline information
- Displaying and customizing the network diagram (i.e., flowchart) view
- Importing and exporting tasks, resources, and assignments to Excel using existing or custom maps
- Tracking project progress and updating reports
- Creating custom tables, groups, filters, and views; managing custom objects using the Organizer
- Working with master and subprojects along with sharing resources using resource pools

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- Displaying and customizing the network diagram (i.e., flowchart) view
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This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2019 so that you can use it effectively and efficiently in a real-world environment. You will benefit most from this course if you have at least some prior knowledge of project management procedures and practices. It is intended to support you in applying this knowledge through the use of Microsoft Project as a project management tool.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities – 7 hours (1 day)

Course Objectives: Upon successful completion of this course, you will be able to manage an existing Microsoft Project 2019 project plan. You will:

- Display and customize the Timeline View for displaying project overview information
- Create and manage custom fields for extending project database information
- Explore extended task features (ex: deadlines, constraint types, task calendars, custom fields, work contours)
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