Course Description:
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:

- Work with Quick Access Toolbar and advanced calendar topics
- Add task notes; set task deadlines and priorities; and group, sort, filter, highlight and add fixed costs to task
- Group, sort, filter and highlight resources
- Set resource working-time exceptions and pool resources for sharing; and create resource budget cost items
- Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve recourse conflicts an scheduling issues
- Use the Task Form, Task Detail Form, and Task Name Form;
- Use the Resource Form and Resource Name Form; and understand the relationship Diagram and compound views
- Consolidate projects using Master projects and Subprojects;
- Use Project data in other applications, and create final reports

Prerequisites: To take this course, you should have successfully completed Microsoft Project 2019 Level 1 or have equivalent knowledge, and general computer user knowledge is assumed. Any additional experience having worked with project management, forms, and/or databases will be helpful.

Course Outline	
The Quick Access Toolbar and advanced calendar topics Module A: The Quick Access Toolbar Module B: Advanced calendar topics **Working with tasks** Module A: Task notes, deadlines, and priorities Module B: Miscellaneous task features and functions **Working with resources** Module A: Grouping, sorting, filtering, and highlighting resources Module B: Resource working time and pools Module C: Resource budget cost items **Working with multiple projects and project integrations** Module A: Consolidating multiple projects Module B: Project Server, Project Online, and SharePoint	**Managing the project schedule** Module A: Multiple baselines and interim plans Module B: Setting and using a status date Module C: Resolving resource conflicts and scheduling issues Module D: Delaying a task **Other views and shortcuts** Module A: The Task Form, Task Details Form, and Task Name Form Module B: The Resource Form Module C: Compound views and the Relationship Diagram **Working with Project data and closing out a project** Module A: Working with Project data Module B: Closing out a project