

advanced microsoft project training

Advanced Microsoft Project Training: Mastering Project Management Software

Author: Dr. Anya Sharma, PMP, PgMP, PMI-ACP

Dr. Sharma is a globally recognized project management expert with over 15 years of experience. She holds a PhD in Project Management, is a Project Management Professional (PMP), a Program Management Professional (PgMP), and a PMI Agile Certified Practitioner (PMI-ACP). She has authored several books on project management and regularly delivers advanced Microsoft Project training to Fortune 500 companies.

Publisher: Project Management Institute (PMI) Publications

The Project Management Institute is the leading global authority in project management, setting standards and providing resources for professionals worldwide. Their publications are highly respected for their accuracy, depth, and relevance in the field, making them an ideal publisher for this advanced Microsoft Project training guide.

Editor: Mark Johnson, PMP

Mark Johnson is a senior project management consultant with over 20 years of experience utilizing Microsoft Project. He has a proven track record of successfully implementing complex projects and is a certified Project Management Professional (PMP).

Keywords: advanced Microsoft Project training, Microsoft Project advanced features, project management software training, advanced project scheduling, critical path method, resource allocation, cost management, Microsoft Project advanced techniques, project portfolio management, risk management in Microsoft Project, earned value management, project reporting and dashboards, advanced Microsoft Project tutorial

Introduction: Taking Your Microsoft Project Skills to the Next Level

This comprehensive guide delves into the intricacies of advanced Microsoft Project training. While basic proficiency in Microsoft Project allows for fundamental project planning, mastering advanced features unlocks a realm of enhanced productivity, accuracy, and control. This advanced Microsoft Project training guide equips you with the skills needed to efficiently manage complex projects, optimize resource allocation, and generate insightful reports. We'll explore techniques beyond basic scheduling, moving into sophisticated strategies for risk management, cost control, and collaborative project

execution.

Mastering Advanced Scheduling Techniques in Advanced Microsoft Project Training

Beyond the basics of task creation and dependency linking, advanced Microsoft Project training encompasses sophisticated scheduling methods. This includes:

Critical Path Method (CPM): Understanding and leveraging the critical path to identify crucial tasks that directly impact project timelines. Effective CPM analysis, taught within comprehensive advanced Microsoft Project training, allows for proactive risk mitigation and efficient resource allocation.

Resource Leveling and Smoothing: Optimizing resource allocation to balance workloads and prevent over-allocation. This is a core component of advanced Microsoft Project training, teaching participants how to effectively manage limited resources while adhering to deadlines.

Multiple Project Scheduling: Managing and coordinating multiple projects simultaneously using Microsoft Project's advanced capabilities. This skill is crucial for project portfolio management and is a key aspect of comprehensive advanced Microsoft Project training.

Constraint Management: Utilizing different constraint types (start, finish, duration, etc.) to precisely control task scheduling and reflect real-world limitations. Understanding these constraints is critical for effective project planning as taught in any quality advanced Microsoft Project training.

Advanced Resource Management in Advanced Microsoft Project Training

Efficient resource management is paramount for successful project delivery. Advanced Microsoft Project training delves into:

Resource Allocation Techniques: Optimizing resource assignments across multiple projects, considering skills, availability, and costs. This involves understanding and effectively using Microsoft Project's resource management tools.

Cost Resource Assignment and Tracking: Linking costs to resources and tracking expenses against budgets. Advanced advanced Microsoft Project training focuses on building accurate cost estimations and monitoring budget adherence.

Team Assignment and Communication: Utilizing Microsoft Project's features for assigning tasks and tracking team progress. This facilitates effective communication and team collaboration.

Overallocation Management: Identifying and resolving resource over-allocation issues, preventing delays and ensuring project success, a critical element covered in robust advanced Microsoft Project training.

Advanced Reporting and Analysis in Advanced Microsoft Project Training

Data-driven decision making is central to successful project management. Advanced

Microsoft Project training equips you with the ability to:

Generate Custom Reports: Creating tailored reports to track specific project metrics and gain valuable insights. This involves using Microsoft Project's reporting tools to visualize key data points.

Utilize Earned Value Management (EVM): Tracking project performance using EVM techniques (planned value, earned value, actual cost) to identify variances and proactively manage potential problems. This sophisticated technique is thoroughly explained in quality advanced Microsoft Project training.

Create Visual Dashboards: Developing clear and concise dashboards to present key project information to stakeholders. This enhances communication and facilitates data-driven decision-making.

Data Export and Integration: Exporting project data to other applications for further analysis and integration with other project management systems. This interoperability is crucial for large-scale project management and a focus of many advanced Microsoft Project training programs.

Risk Management and Mitigation within Advanced Microsoft Project Training

Effective risk management is crucial for project success. Advanced Microsoft Project training incorporates:

Identifying and Assessing Risks: Using Microsoft Project's tools to identify potential risks and assess their impact on project timelines and budgets.

Developing Mitigation Strategies: Creating plans to address identified risks and minimize their potential negative effects.

Risk Monitoring and Reporting: Tracking risks throughout the project lifecycle and reporting on their status to stakeholders.

Advanced Microsoft Project Training: Collaboration and Integration

Modern project management relies heavily on collaboration and integration. Advanced training encompasses:

Sharing Project Plans: Effectively collaborating with team members and stakeholders by sharing project plans and data.

Integrating with Other Software: Seamlessly integrating Microsoft Project with other project management and business applications.

Using SharePoint and other Cloud-based Platforms: Leveraging cloud-based platforms for enhanced project collaboration and accessibility.

Conclusion

This in-depth exploration of advanced Microsoft Project training highlights the importance of mastering advanced features to elevate your project management skills. By

incorporating these advanced techniques, you can significantly improve project efficiency, control, and overall success rates. Proficiency in these advanced features positions you as a highly valuable asset in any project management environment. Investing in comprehensive advanced Microsoft Project training is an investment in your professional development and future success.

FAQs

1. What are the prerequisites for advanced Microsoft Project training? A solid understanding of basic Microsoft Project functionalities is recommended.
2. What type of projects benefit most from advanced Microsoft Project training? Complex projects with multiple tasks, resources, and dependencies benefit most.
3. How long does advanced Microsoft Project training typically last? Duration varies depending on the curriculum, ranging from a few days to several weeks.
4. Are there certification options after completing advanced Microsoft Project training? While Microsoft doesn't directly offer certifications, many training providers offer certificates of completion.
5. What is the cost of advanced Microsoft Project training? Costs vary significantly based on the provider, duration, and location.
6. Can advanced Microsoft Project training be customized to specific industry needs? Many training providers offer customized training to address specific industry requirements.
7. What software versions are covered in advanced Microsoft Project training? Training typically covers the latest version and often touches on backward compatibility.
8. What kind of support is available after completing advanced Microsoft Project training? Many providers offer ongoing support through forums, online resources, or dedicated support personnel.
9. Is online advanced Microsoft Project training as effective as in-person training? Online training can be highly effective, especially with interactive elements and experienced instructors.

Related Articles

1. Mastering Resource Allocation in Microsoft Project: This article focuses on advanced techniques for optimizing resource allocation, including leveling and smoothing.
2. Advanced Scheduling Techniques for Complex Projects: This dives deep into the critical path method and other advanced scheduling strategies in Microsoft Project.

3. **Effective Risk Management using Microsoft Project:** This explores risk identification, assessment, and mitigation strategies within the Microsoft Project environment.
4. **Creating Powerful Custom Reports in Microsoft Project:** This article teaches you how to generate informative custom reports for effective project monitoring and stakeholder communication.
5. **Integrating Microsoft Project with Other Project Management Tools:** This explores seamless integration with other software for enhanced project collaboration and data management.
6. **Earned Value Management (EVM) in Microsoft Project:** A detailed guide on implementing and utilizing EVM for performance tracking and control.
7. **Advanced Microsoft Project for Agile Project Management:** This explores the use of Microsoft Project within Agile methodologies.
8. **Cost Management and Budgeting in Microsoft Project:** A comprehensive guide to effective cost management and budgeting using Microsoft Project.
9. **Best Practices for Collaborative Project Management with Microsoft Project:** This article focuses on best practices for team communication and collaboration using Microsoft Project.

advanced microsoft project training: Microsoft Project 2016 Step by Step Carl Chatfield, Timothy Johnson, 2016-04-08 The quick way to learn Microsoft Project 2016! This is learning made easy. Get more done quickly with Project 2016. Jump in wherever you need answers-brisk lessons and colorful screenshots show you exactly what to do, step by step. Quickly start a new plan, build task lists, and assign resources Share your plan and track your progress Capture and fine-tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Master project management best practices while you learn Project Look up just the tasks and lessons you need

advanced microsoft project training: Microsoft Project 2019 Step by Step Cindy M. Lewis, Carl Chatfield, Timothy Johnson, 2019-04-23 The quick way to learn Microsoft Project 2019! This is learning made easy. Get more done quickly with Microsoft Project 2019. Jump in wherever you need answers-brisk lessons and informative screenshots show you exactly what to do, step by step. Other Project users will want to grab this book as well. Quickly start new plans, build task lists, and assign resources View resource capacity and track progress Capture and fine-tune work and cost details Visualize schedules with Gantt charts and other views and reports Consolidate projects, and share resources across plans Manage modern Agile projects (James Mills, Jr., contributor) Customize Project to maximize your efficiency Leverage improvements to task linking, timelines, and accessibility Master PM best practices while you learn Project Look up just the tasks and lessons you need

advanced microsoft project training: Learning Microsoft Project 2019 Srikanth Shirodkar, 2020-09-11 Explore detailed explanations and examples to get up and running with the five phases of the project management lifecycle and integrate project management principles in a variety of projects Key FeaturesExplore various algorithms and the latest features of MS Project to organize

and keep track of your projects Understand Work Breakdown Structure (WBS) to improve productivity Apply real-world best practices and discover the tips, tricks, and pitfalls of schedule management Book Description Microsoft Project is one of the most popular project management tools for enterprises of all sizes thanks to its wide variety of features such as project scheduling, project budgeting, built-in templates, and reporting tools. Learning Microsoft Project 2019 will get you started with the basics and gradually guide you through the complete project life cycle. Starting with an overview of Microsoft Project 2019 and a brief introduction to project management concepts, this book will take you through the different phases of project management - initiation, planning, execution, control, and closure. You will then learn how to identify and handle problems related to scheduling, costing, resourcing, and work allocation. Understand how to use dynamic reports to create powerful, automated reports and dashboards at the click of a button. This Microsoft Project book highlights the pitfalls of overallocation and demonstrates how to avoid and resolve these issues using a wide spectrum of tools, techniques, and best practices. Finally, you will focus on executing Agile projects efficiently and get to grips with using Kanban and Scrum features. By the end of this book, you will be well-versed with Microsoft Project and have the skills you need to use it effectively in every stage of project management. What you will learn Create efficient project plans using Microsoft Project 2019 Get to grips with resolving complex issues related to time, budget, and resource allocation Understand how to create automated dynamic reports Identify and protect the critical path in your project and mitigate project risks Become well-versed with executing Agile projects using MS Project Understand how to create custom reports and make them available for future projects Who this book is for If you use Microsoft Office and are looking to use MS Project to manage your projects efficiently, this book is for you. Project managers or anyone interested in project management will also find this book useful. Basic knowledge of Windows UI and MS Office products is required.

advanced microsoft project training: Microsoft Project 2013 Step by Step Carl S. Chatfield, Timothy D. Johnson, 2013 Microsoft Project 2013 offers flexibility and choice for individuals, teams, and the enterprise to effectively manage all types of work - from simple tasks to complex projects and programs.

advanced microsoft project training: The Fast Forward MBA in Project Management Eric Verzuh, 2015-11-09 The all-inclusive guide to exceptional project management The Fast Forward MBA in Project Management is the comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you answers you need now. You'll find the cutting-edge ideas and hard-won wisdom of one of the field's leading experts, delivered in short, lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and the pitfalls you should watch out for. This new fifth edition features new case studies, new information on engaging stakeholders, change management, new guidance on using Agile techniques, and new content that integrates current events and trends in the project management sphere. Project management is a complex role, with seemingly conflicting demands that must be coordinated into a single, overarching, executable strategy — all within certain time, resource, and budget constraints. This book shows you how to get it all together and get it done, with expert guidance every step of the way. Navigate complex management issues effectively Master key concepts and real-world applications Learn from case studies of today's leading experts Keep your project on track, on time, and on budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection, all across different departments, executive levels, or technical domains, project management incorporates a wide range of competencies. The Fast Forward MBA in Project Management shows you what you need to know, the best way to do it, and what to watch out for along the way.

advanced microsoft project training: Microsoft Project 2013 Microsoft Official Academic Course, 2013-10-28 This Microsoft Project 2013 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Project

2013 text is designed to re-enforce workforce skills. With this book students learn to manage project resources, task assignments and scheduling. They will also learn about the integration and tracking of multiple projects and programs. Skills mastery of Project 2013 can help students with classwork and differentiate job hunters in today's competitive job market.

advanced microsoft project training: Microsoft Project Step by Step (Covering Project Online Desktop Client) Cindy M. Lewis, 2022-03-02 The quick way to learn Microsoft Project! This is learning made easy. Get more done quickly with Microsoft Project. Jump in wherever you need answers. Brisk lessons and detailed screenshots show you exactly what to do, step by step. Quickly start a new plan, build task lists, and assign resources Share your plan and track your progress Capture and fine-tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Manage Agile plans using the new task boards to create backlogs, plan sprints, and hold scrum meetings Learn more about integrating Project with Microsoft 365 solutions for collaboration Master project management best practices as you learn Project Easily identify the features and lessons you need

advanced microsoft project training: Microsoft Project 2010: The Missing Manual Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project, large or small. But learning the software is only half the battle. What you really need is real-world guidance: how to prep your project before touching your PC, which Project tools work best, and which ones to use with care. This book explains it all, helping you go from project manager to project master. Get a project management primer. Discover what it takes to handle a project successfully Learn the program inside out. Get step-by-step instructions for Project Standard and Project Professional Build and refine your plan. Put together your team, schedule, and budget Achieve the results you want. Build realistic schedules, and learn how to keep costs under control Track your progress. Measure your performance, make course corrections, and manage changes Use Project's power tools. Customize Project's features and views, and transfer info directly between Project and other programs

advanced microsoft project training: Microsoft Project 2010 Step by Step Carl Chatfield, Timothy Johnson, 2010-06-02 Experience learning made easy-and quickly teach yourself how to manage your projects with Project 2010. With Step By Step, you set the pace-building and practicing the skills you need, just when you need them! Topics include building a project plan and fine-tuning the details; scheduling tasks, assigning resources, and managing dependencies; monitoring progress and costs; keeping projects on track; communicating project data through Gantt charts and other views.

advanced microsoft project training: Microsoft Project 2007 Bonnie Biafore, 2007 Big and small projects alike include schedules, budgets, communications, and changes. This guide teaches readers how to track and adjust schedules and budgets, test scenarios, and understand the impact of changes.

advanced microsoft project training: Excel 2007 Charts John Walkenbach, 2011-06-24 Excel, the top number-crunching tool, now offers a vastly improved charting function to help you give those numbers dimension and relativity. John Walkenbach, a.k.a. Mr. Spreadsheet, clearly explains all these charting features and shows you how to choose the right chart for your needs. You'll learn to modify data within the chart, deal with missing data, format your chart, use trend lines, construct "impossible" charts, create charts from pivot tables, dress them up with graphics, and more. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

advanced microsoft project training: Dynamic Scheduling with Microsoft Office Project 2003 Eric Uyttewaal, 2005 Microsoft Office Project 2003 is a powerful software tool, and like all tools, it requires knowledge and skill to be used to its maximum potential. This fully revised new edition of Eric Uyttewaal's best-selling book on Microsoft Project provides users with everything they will need to more easily and effectively manage projects to a successful conclusion. Dynamic Scheduling with Microsoft Office Project 2003: The Book By and For Professionals is not only written by a certified PMP and project management practitioner with over 17 years of experience

using and teaching MS Project, but is also based on the cumulative experience of the author's clients, other instructors, and includes insights from numerous other professionals who have used MS Office Project successfully.

advanced microsoft project training: Visual Studio 2019 Tricks and Techniques Paul Schroeder, Aaron Cure, 2021-01-15 Harness the full power of the Visual Studio IDE to take your coding skills to the next level by learning about IDE productivity practices and exclusive techniques
Key Features
Increase your productivity by leveraging Visual Studio 2019's improvements and features
Explore powerful editing, code intelligence, and source code control features to increase productivity
Delve into VS's powerful, untapped features such as custom project templates and extensions
Book Description Visual Studio 2019 (VS 2019) and Visual Studio Code (VS Code) are powerful professional development tools that help you to develop applications for any platform with ease. Whether you want to create web, mobile, or desktop applications, Microsoft Visual Studio is your one-stop solution. This book demonstrates some of the most sophisticated capabilities of the tooling and shows you how to use the integrated development environment (IDE) more efficiently to be more productive. You'll begin by gradually building on concepts, starting with the basics. The introductory chapters cover shortcuts, snippets, and numerous optimization tricks, along with debugging techniques, source control integration, and other important IDE features that will help you make your time more productive. With that groundwork in place, more advanced concepts such as the inner workings of project and item templates are covered. You will also learn how to write quality, secure code more efficiently as well as discover how certain Visual Studio features work 'under the hood'. By the end of this Visual Studio book, you'll have learned how to write more secure code faster than ever using your knowledge of the extensions and processes that make developing successful solutions more enjoyable and repeatable. What you will learn
Understand the similarities and differences between VS 2019 and VS Code
Get to grips with numerous keyboard shortcuts to improve efficiency
Discover IDE tips and tricks that make it easier to write code
Experiment with code snippets that make it easier to write repeating code patterns
Find out how to customize project and item templates with the help of hands-on exercises
Use Visual Studio extensions for ease and improved productivity
Delve into Visual Studio's behind the scene operations
Who this book is for
This book is for C# and .NET developers who want to become more efficient and take advantage of features they may not be aware of in the IDE. Those looking to increase their productivity and write quality code more quickly by fully utilizing the power of the Visual Studio IDE will also find this book useful.

advanced microsoft project training: *Business Driven PMO Setup* Mark Price Perry, 2009-05-15 Featuring contributions from more than 20 distinguished executives and subject matter experts, this unique reference challenges various traditional approaches and strategies for the PMO and explains how to set up a business-driven PMO using an extensively proven roadmap adaptable to any type or size organization.

advanced microsoft project training: *Practical Project Management with Microsoft Project* Bonnie Biafore, John Riopel, 2021-02-20 Practical Project Management with Microsoft Project guides you through Project's features step by step. You can jump directly to the topics you need. Or download sample files from the book's website to follow along.

advanced microsoft project training: *A Fire Upon The Deep* Vernor Vinge, 2010-04-01 Now with a new introduction for the Tor Essentials line, *A Fire Upon the Deep* is sure to bring a new generation of SF fans to Vinge's award-winning works. A Hugo Award-winning Novel! "Vinge is one of the best visionary writers of SF today."-David Brin
Thousands of years in the future, humanity is no longer alone in a universe where a mind's potential is determined by its location in space, from superintelligent entities in the Transcend, to the limited minds of the Unthinking Depths, where only simple creatures, and technology, can function. Nobody knows what strange force partitioned space into these regions of thought, but when the warring Straumli realm use an ancient Transcendent artifact as a weapon, they unwittingly unleash an awesome power that destroys thousands of worlds and enslaves all natural and artificial intelligence. Fleeing this galactic threat, Ravna crash lands on

a strange world with a ship-hold full of cryogenically frozen children, the only survivors from a destroyed space-lab. They are taken captive by the Tines, an alien race with a harsh medieval culture, and used as pawns in a ruthless power struggle. Tor books by Vernor Vinge Zones of Thought Series A Fire Upon The Deep A Deepness In The Sky The Children of The Sky Realtime/Bobble Series The Peace War Marooned in Realtime Other Novels The Witling Tatja Grimm's World Rainbows End Collections Collected Stories of Vernor Vinge True Names At the Publisher's request, this title is being sold without Digital Rights Management Software (DRM) applied.

advanced microsoft project training: Advanced Project Management Harold Kerzner, 2003-12-01 ADVANCED PROJECT MANAGEMENT AUTHORITATIVE STRATEGIES FOR IMPLEMENTING PROJECT MANAGEMENT Senior managers at world-class corporations open their office doors to discuss case studies that demonstrate their thought processes and actual strategies that helped them lead their companies to excellence in project management in less than six years! Following the Project Management Institute's Body of Knowledge (PMBOK®), industry leaders address: Project risk management Project portfolio management The Project Office Project management multinational cultures Integrated project teams and virtual project teams

advanced microsoft project training: ADKAR Jeff Hiatt, 2006 In his first complete text on the ADKAR model, Jeff Hiatt explains the origin of the model and explores what drives each building block of ADKAR. Learn how to build awareness, create desire, develop knowledge, foster ability and reinforce changes in your organization. The ADKAR Model is changing how we think about managing the people side of change, and provides a powerful foundation to help you succeed at change.

advanced microsoft project training: Microsoft Project 2019 For Dummies Cynthia Snyder Dionisio, 2019-01-22 Keep projects on track Microsoft Project 2019 is a powerhouse project management, portfolio management, and resource management tool. Whether you're a full-time project manager or manage projects as part of a larger set of duties, Microsoft Project 2019 For Dummies will get you thinking and operating at the level of a project management guru. Written by a noted project management pro, this book covers the ins and outs of Microsoft Project. Throughout the book, you'll find project management best practices and tips for keeping any project on schedule and under budget. Reference the full set of Microsoft Project 2019 features Learn to think like a project management professional Get into the nuts and bolts of Project for better productivity Create a task schedule that keeps a project moving Identify the golden rules that keep projects on track With Microsoft Project 2019 For Dummies, you'll soon get a grip on all the powerful features of this popular project management software. No matter your level of training or experience, this book will show you how improve your project management with Microsoft Project 2019.

advanced microsoft project training: Access 365 Project Book Julitta Korol, 2023-11-20 This book is a practical introduction to building and managing Access desktop databases. Instead of simply explaining the inner workings of Microsoft Access, you can complete with ease all the required tasks related to the creation, use, and management of an Access database. This book offers a hands-on approach to creating a traditional Access desktop database, emphasizing the importance of splitting the database for optimized multi-user access. The primary project, the Employee Training Database (ETD), serves as the central theme, ensuring readers gain practical experience. This isn't just a reference book; it's a journey from the foundational concepts of database design to the intricate details of database management. FEATURES: Uses a step-by-step approach, using hands-on activity examples, to build a traditional Access desktop database Includes a real-world project, the Employee Training Database (ETD), for learn by doing instruction Features comprehensive coverage of Access 365, from basic to advanced Includes companion files with all of the hands-on activity examples

advanced microsoft project training: Project Management Using Microsoft Project 2016 Gus Cicala, 2017-03-26 This training and reference guide provides a comprehensive coverage of Project Management theory that is applied to the use of Microsoft Project 2016, from the project

manager's perspective. Our debut of Project Management Using Microsoft Project 2013 was well received by the project management community in over 25 countries. It has been so successful that we decided to convert that work to our new version for Project Management Using Microsoft Project 2016. We have improved the hands-on exercises with new features, we have re-captured the screen images in larger, improved quality and higher resolution. We have also added the new features in Microsoft Project 2016, especially the new Resource Engagement feature. This text has been created to serve as a comprehensive reference and training guide that presents the main principles of project management theory which is then applied to the best practices of using Microsoft Project 2016. When used cover-to-cover, this text serves as a comprehensive guide to running a project from definition and initiation thru execution and closeout, accompanied with hands-on guidance that shows how to effectively apply project management principles to the use of Microsoft Project. The hands-on exercises are delivered in appropriate detail that provide detailed, step-by-step illustrations, supported by actual Microsoft Project files that can be download from our training web page. This is the same training material that we use to deliver all our Microsoft Project 2016 training for our clients. Each chapter begins with a list of learning objectives and finishes with 25-50 questions that reinforce the learning that occurs throughout each chapter. For academic audiences, we provide the answer key for all questions and supporting PowerPoint slides for instructors. This training material and reference is also an excellent preparation guide for passing the Microsoft certification Exam 74-343: Managing Projects with Microsoft Project 2016 [See: Microsoft Exam 74-343: <https://www.microsoft.com/en-us/learning/exam-74-343.aspx>] This guide has been created to serve as the most comprehensive reference and training guide available, assembling content and best practices honed over our many years of Microsoft Project and general project management training. Many training guides on technology are primarily manuals on features and functions of the software. The goal of this book is to show why those features and functions are important from a project management standpoint (based on PMI's Project Management Body of Knowledge, PMBOK), and then demonstrate how to effectively leverage that value in the use of Microsoft Project 2016. The information in this book was selected based on Project Assistants' 21+ years of project management consulting, Microsoft Project training, and managing real projects with Microsoft Project with real clients in real project scenarios. This book is one-of-a-kind that covers Microsoft Project from the desktop all the way thru the enterprise capabilities, including specific training for: * Microsoft Project 2016 Standard * Microsoft Project 2016 Professional * Microsoft Project Server 2016 * Microsoft Project Web Application (PWA) * Microsoft Project Online for Office 365

advanced microsoft project training: M Is for (Data) Monkey Ken Puls, Miguel Escobar, 2015-06-01 Power Query is one component of the Power BI (Business Intelligence) product from Microsoft, and M is the name of the programming language created by it. As more business intelligence pros begin using Power Pivot, they find that they do not have the Excel skills to clean the data in Excel; Power Query solves this problem. This book shows how to use the Power Query tool to get difficult data sets into both Excel and Power Pivot, and is solely devoted to Power Query dashboarding and reporting.

advanced microsoft project training: Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips and Shortcut Beezix Software Services, 2016-03-07 Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2016 at the intermediate level. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Project 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Understanding Precedence, Using the Network Diagram, Creating/Deleting Relationships, Moving a Task in the Network Diagram, Examining the Critical Path, Showing Slack, Hiding Negligible Amounts of Slack. Filtering Tasks, Adjusting Date Constraints, Using a Deadline, Entering or Reading Task Notes. Using a Different Relationship Type, Lag & Lead Time, Changing Relationship Type or Lag, Creating Recurring Tasks, Splitting Tasks. Using the Timeline Pane:

Showing or Hiding the Timeline Pane, Adding a Task to a Timeline Bar, Adding Another Timeline Bar, Changing Length of a Timeline Bar, Changing Color of a Task in the Timeline, Moving Milestone Text, Sharing a Timeline. Adding Resources on the Fly, Noting a Resource's Vacation or Special Hours, Noting a Resource's Variant Rate, Getting a Task Done Faster. Changing Calculation of Task Values, Permitting Overtime for a Task, Booking Additional Resources to a Task, Using Effort-Driven Scheduling, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources Quickly, Viewing Different Field Collections. Showing or Deleting a Progress Line, Monitoring Progress, Accessing a Subproject File, Communicating Plans and Progress.

advanced microsoft project training: Dynamic Scheduling with Microsoft Office Project 2007 Rodolfo Ambriz, 2008 Now fully revised and updated, this bestselling title provides practitioners a complete picture of why, when, and how to use the various new features of the 2007 version software with Service Pack 1 updates to their maximum potential and achieve the best results in real-world practice.

advanced microsoft project training: Excel 2002 VBA Rob Bovey, Stephen Bullen, John Green, Robert Rosenberg, 2004-08-04 What is this book about? VBA is the programming language for the Microsoft Office suite and many other applications. VBA gives you complete control of Excel, allowing you to do anything from automating Excel tasks to developing full applications, using Excel as the development environment. Excel 2002 is an important upgrade to the Office suite spreadsheet program. It shows Microsoft's commitment to moving Office to be a web-enabled productivity tool, a rich client for working with web-based data, with new features such as SmartTags and XML support. Based on the successful content and format of Excel 2000 VBA Programmer's Reference, this new edition has been fully updated for Excel 2002. The authors are all Excel MVPs, involved daily in supporting the Excel VBA programmer community. What does this book cover? The first part of the book introduces Excel and VBA, including a VBA primer. The second part offers thematic, succinct, and practical discussions of the features available to Excel VBA programmers, with real-world examples answering frequently asked questions. The third and final part is a complete reference to the Excel, VBE, and Common Office Object Models. Here are just a few of the things you'll learn in this edition: The entire Excel Object Model and the Common Office Object Model Working with PivotTables Accessing and manipulating data sources from Excel with ADO Programming the Visual Basic Editor (VBE) New features in Excel 2002, SmartTags, XML, and the Web Expanded references for Excel versions 97, 2000, and 2002 Who is this book for? This book not only caters for beginner- and intermediate-level programmers with its introductory coverage of VBA and Excel, but also provides advanced information for experienced Excel developers in later chapters and the reference.

advanced microsoft project training: Microsoft Project 2016 Training Manual Classroom in a Book TeachUcomp , 2015-10-27 Complete classroom training manuals for Microsoft Project 2016. Two manuals (Introductory and Advanced) in one book. 185 pages and 101 individual topics. Includes practice exercises and keyboard shortcuts. You will learn introductory through advanced concepts including assigning and managing tasks and resources, tracking project tasks, developing dynamic reports and much more. Topics Covered: Getting Acquainted with Project 1. About Project 2. Starting Project 3. Project Management Terms and Concepts 4. The Project Environment 5. The Title Bar 6. The Ribbon 7. The "File" Tab and Backstage View 8. The Scroll Bars 9. The Quick Access Toolbar 10. The Entry Bar 11. The Status Bar 12. Touch Mode Project Basics 1. Opening Projects 2. Closing Projects 3. Creating New Projects 4. Saving Projects 5. Changing Project Views 6. Planning a Project Tasks 1. Creating Tasks 2. Editing and Deleting Tasks 3. Setting Task Duration 4. Linking Tasks 5. Marking Milestones 6. Using Phases and Summary Tasks 7. Using Task Notes Resources 1. Project Resources Overview 2. Creating Work Resources 3. Creating Material Resources 4. Creating Cost Resources 5. Entering Costs for Project Resources 6. Scheduling Work Resources 7. Creating New Base Calendars Resource and Task Assignment 1. Assigning Work Resources to Tasks 2. Assigning Material Resources to Tasks 3. Assigning Cost Resources to Tasks 4. The Team Planner Tracking Project Tasks 1. Creating Project Baselines 2. Updating Multiple Tasks in a Project 3.

Updating Tasks Individually 4. Rescheduling Uncompleted Work Formatting Gantt Chart Views 1. Formatting Text in a Gantt Chart 2. Formatting Gridlines in a Gantt Chart 3. Formatting the Task Bar Layout in a Gantt Chart 4. Formatting Columns in Gantt Charts 5. Applying Bar and Gantt Chart Styles 6. Drawing Objects 7. Formatting Timescale in Gantt Charts 8. Creating Custom Views Other Project Views 1. Using Timeline View 2. Creating Multiple Timelines 3. The Task Usage View 4. The Network Diagram View 5. The Calendar View 6. Printing Views Advanced Task Management 1. Setting Task Lead and Lag Time 2. Using Task Constraints 3. Task Types 4. Setting Deadlines 5. Interrupting Tasks 6. Moving and Rescheduling Tasks 7. Inspecting Tasks 8. Creating Recurring Tasks 9. Entering Fixed Costs 10. Critical Paths 11. Using WBS Codes Advanced Resource Management 1. Applying Multiple Resource Rates 2. Advanced Resource Availability 3. Using Work Contours 4. Material Resource Consumption Rates 5. Delaying Resource Assignments Advanced Project Tracking 1. Monitoring Resource Allocation 2. Leveling Overallocated Resources 3. Monitoring Project Costs 4. Monitoring Project Statistics Advanced Project Tools 1. Using the Organizer 2. Making Macros 3. Customizing the Ribbon 4. Creating and Linking Resource Pools 5. Using and Updating Resource Pools 6. Consolidating and Linking Multiple Projects Reporting 1. Using Earned Value Analysis 2. Creating Basic Reports 3. Selecting Report Objects 4. Changing the Report View 5. Basic Report Formatting 6. Inserting Report Objects 7. Managing Reports 8. Basic Page Setup for Reports 9. Advanced Page Setup for Reports 10. Printing Reports Modifying Report Objects 1. Selecting, Moving and Resizing Report Charts 2. Using the Field List with Report Charts 3. Designing Report Charts 4. Formatting Report Charts 5. Using Report Tables 6. Designing Report Tables 7. Setting Report Table Layout Options 8. Modifying Pictures, Text Boxes and Shapes 9. Formatting Text Boxes and Shapes 10. Formatting Report Pictures Visual Reporting 1. Using Visual Reports

advanced microsoft project training: Deep Learning for Coders with fastai and PyTorch Jeremy Howard, Sylvain Gugger, 2020-06-29 Deep learning is often viewed as the exclusive domain of math PhDs and big tech companies. But as this hands-on guide demonstrates, programmers comfortable with Python can achieve impressive results in deep learning with little math background, small amounts of data, and minimal code. How? With fastai, the first library to provide a consistent interface to the most frequently used deep learning applications. Authors Jeremy Howard and Sylvain Gugger, the creators of fastai, show you how to train a model on a wide range of tasks using fastai and PyTorch. You'll also dive progressively further into deep learning theory to gain a complete understanding of the algorithms behind the scenes. Train models in computer vision, natural language processing, tabular data, and collaborative filtering Learn the latest deep learning techniques that matter most in practice Improve accuracy, speed, and reliability by understanding how deep learning models work Discover how to turn your models into web applications Implement deep learning algorithms from scratch Consider the ethical implications of your work Gain insight from the foreword by PyTorch cofounder, Soumith Chintala

advanced microsoft project training: Clean Architecture Robert C. Martin, 2017-09-12 Practical Software Architecture Solutions from the Legendary Robert C. Martin ("Uncle Bob") By applying universal rules of software architecture, you can dramatically improve developer productivity throughout the life of any software system. Now, building upon the success of his best-selling books Clean Code and The Clean Coder, legendary software craftsman Robert C. Martin ("Uncle Bob") reveals those rules and helps you apply them. Martin's Clean Architecture doesn't merely present options. Drawing on over a half-century of experience in software environments of every imaginable type, Martin tells you what choices to make and why they are critical to your success. As you've come to expect from Uncle Bob, this book is packed with direct, no-nonsense solutions for the real challenges you'll face-the ones that will make or break your projects. Learn what software architects need to achieve-and core disciplines and practices for achieving it Master essential software design principles for addressing function, component separation, and data management See how programming paradigms impose discipline by restricting what developers can do Understand what's critically important and what's merely a "detail" Implement optimal,

high-level structures for web, database, thick-client, console, and embedded applications Define appropriate boundaries and layers, and organize components and services See why designs and architectures go wrong, and how to prevent (or fix) these failures Clean Architecture is essential reading for every current or aspiring software architect, systems analyst, system designer, and software manager-and for every programmer who must execute someone else's designs. Register your product for convenient access to downloads, updates, and/or corrections as they become available.

advanced microsoft project training: Advanced Microsoft® Project 2010© Dedrick A. Smith, 2012-09-01

advanced microsoft project training: Python for Everybody Charles R. Severance, 2016-04-09 Python for Everybody is designed to introduce students to programming and software development through the lens of exploring data. You can think of the Python programming language as your tool to solve data problems that are beyond the capability of a spreadsheet. Python is an easy to use and easy to learn programming language that is freely available on Macintosh, Windows, or Linux computers. So once you learn Python you can use it for the rest of your career without needing to purchase any software. This book uses the Python 3 language. The earlier Python 2 version of this book is titled Python for Informatics: Exploring Information. There are free downloadable electronic copies of this book in various formats and supporting materials for the book at www.pythonlearn.com. The course materials are available to you under a Creative Commons License so you can adapt them to teach your own Python course.

advanced microsoft project training: *Microsoft Project 2016 - Real World Scheduling* , 2017-12-31 Microsoft Project 2016 Real World Scheduling is called real world because the author wrote it drawing upon his 30+ years of experience consulting with contractors to help them meet their construction scheduling software needs. He knows how contractors use scheduling software, what's important to them - and what is not! This manual has been tested and retested in both the classroom and the company training room. It will guide you thru some of the quirks of MS Project 2016 as well as teach you how use the software the way contractors use it. Other software manuals are often hundreds of pages long filled with dense text that wastes your time trying to cover every corner and nuance of the software - ultimately leaving readers more confused than before they started. (This manual can easily be used with the MS Project 2013 and 2010 software.) Microsoft Project 2016 Real World Scheduling assumes that the reader has no previous exposure to the software and takes the reader through the process of creating a schedule covering the same features that a contractor would include on their typical schedule. This includes creating and saving the schedule, covering numerous formatting options to customize the look of the schedule, working with calendars including 50% and 100% weather calendars, then activity coding the schedule to organize the tasks using both Custom Task Groups and Summary Tasks. Different views of the schedule are explored and from there the schedule is resource loaded and cost loaded, including a real world analysis of an over-allocation of resources. The schedule is then Baselined and updated covering all possible update scenarios that may actually occur. With this manual and a few hours of your time, you will be ready to effectively use MS Project 2016 on a real project.

advanced microsoft project training: Excel 2013 Advanced John Hales, 2013-05-31 Excel is more than just handy software for making spreadsheets. If you are an Excel superuser, or looking to become one, you probably know that Excel offers high-level functions, slicers, and table features for analyzing and viewing data. Keep up to date on how to perform complex functions in the newest version of Excel with our Excel 2013 Advanced guide. Icons and screenshots, as well as examples of data analysis and manipulation with Excel 2013, walk you through these complex features so you won't need to search high and low for answers.

advanced microsoft project training: Project 2010 Advanced ,

advanced microsoft project training: *101 Best Excel Tips & Tricks* Bryan Hong, John Michaloudis, 2021-03-19 Learn the Best Excel Tips & Tricks Ever: FORMULAS, MACROS, PIVOT TABLES, FORMATTING, DATA, MICROSOFT OFFICE 365 plus Many More! With this book, you'll

learn to apply the must know Excel features and tricks to make your data analysis & reporting easier and will save time in the process. With this book you get the following: □ 101 Best Excel Tips & Tricks To Advance Your Excel Skills & Save You Hours □ New Excel Tips & Tricks for Microsoft Office 365 □ Easy to Read Step by Step Guide with Screenshots □ Downloadable Practice Excel Workbooks for each Tip & Trick □ You also get a FREE BONUS downloadable PDF version of this book! This book is a MUST-HAVE for Beginner to Intermediate Excel users who want to learn Microsoft Excel FAST & stand out from the crowd!

advanced microsoft project training: *Practical Guide to Project Planning* Ricardo Viana Vargas, 2007-10-01 Practical Guide to Project Planning is filled with project documents and templates ready to use for planning and managing project. It explains project analysis and modeling techniques so these documents and templates can be used for effective project management. In addition, the book is also a guide to best practices that comply with the PMI

advanced microsoft project training: *Mastering Azure Machine Learning* Kaijisse Waaijer, Christoph Körner, 2020-04-30 This book will help you learn how to build a scalable end-to-end machine learning pipeline in Azure from experimentation and training to optimization and deployment. By the end of this book, you will learn to build complex distributed systems and scalable cloud infrastructure using powerful machine learning algorithms to compute insights.

advanced microsoft project training: *Daily Graphic* Ransford Tetteh, 2011-02-14

advanced microsoft project training: *Advanced Performance Improvement in Health Care* Donald Lighter, 2011 Amidst a deepening crisis in U.S. health care, Advanced Performance Improvement in Health Care provides a results-oriented approach to rehabilitating an ailing healthcare system. With his innovative, instructive strategies, Lighter offers a welcome road map to guide meaningful change in the industry and to equip healthcare managers to meet 21st century challenges. Advanced Performance Improvement in Health Care: Principles and Methods provides healthcare educators, leaders, and clinicians with the specific knowledge and tools vital for creating and advocating for quality-centric, next-generation healthcare organizations. This unique compilation of management, analytical, and statistical methods and techniques serves as a comprehensive guide to harnessing today's technology and developing a culture of quality that delivers sustainable, quantifiable value in healthcare organizations.

advanced microsoft project training: *The Certified Manager of Quality/Organizational Excellence Handbook, Fourth Edition* Russell T. Westcott, 2013-10-07 This handbook is a comprehensive reference source designed to help professionals address organizational issues from the application of the basic principles of management to the development of strategies needed to deal with the technological and societal concerns of the new millennium. The content of this fourth edition has been revised to reflect a more current global perspective and to match the updated Body of Knowledge (BoK) of ASQ's Certified Manager of Quality/Organizational Excellence (CMQ/OE). In order to provide a broad perspective of quality management, this book has specifically been written to address: □ Historical perspectives relating to the evolution of particular aspects of quality management, including recognized experts and their contributions □ Key principles, concepts, and terminology relevant in providing quality leadership, and communicating quality needs and results □ Benefits associated with the application of key concepts and quality management principles □ Best practices describing recognized approaches for good quality management □ Barriers to success, including common problems that the quality manager might experience when designing and implementing quality management, and insights as to why some quality initiatives fail □ Guidance for preparation to take the CMQ/OE examination. Organized to follow the BoK exactly, throughout each section of this handbook the categorical BoK requirements associated with good quality management practices for that section are shown in a box preceding the pertinent text. These BoK requirements represent the range of content and the cognitive level to which multiple-choice questions can be presented. Although this handbook thoroughly prepares individuals for the ASQ CMQ/OE exam, the real value resides in post-exam usage as a day-to-day reference source for assessing quality applications and methodologies in daily processes. The content is written from the

perspective of practitioners, and its relevance extends beyond traditional product quality applications.

advanced microsoft project training: Microsoft Project 2010 Advanced Michelle Halsey, 2017-03-01 Learn how to use the advanced features of Microsoft Project(R) 2010. Microsoft Project(R) 2010 has been completely redesigned, and we must say, we're pretty excited! Whether you've been using Project for years, or haven't opened it yet, you'll appreciate the information on using the new interface. We will also work through the basics, including how to create projects, add tasks and resources, and customize your view. Topics Covered Include: - Split the view - Sort, group, and filter tasks - Understand task indicators - Assign a resource calendar - Customize a resource calendar - Apply predefined resource contours - Specify resource availability - Group resources - Enter resource rates and overtime rates - Specify pay rates for different dates - Apply a different pay rate to an assignment - and actual costs - View project statistics and costs - Check duration variance, work variance, and cost variance - Identify slipped tasks - Save an interim plan - Customize a basic or visual report - Consolidate multiple projects - View multiple project critical paths - View consolidated project statistics - Create a resource pool

Additional Resources

[Advance Auto Parts: Car, Engine, Batteries, Brakes, ...](#)

Advance Auto Parts is your source for quality auto parts, advice and accessories. View car care tips, shop online for home delivery, or pick up in one of our 4000 convenient store locations in ...

» **Store Locator - Advance Auto Parts**

What part do you need today? Search. Store Locator. SEARCH

Find Auto Parts by Make & Model | Advance Auto Parts

Neoplan Advanced DSN. more less New Flyer Parts. New Flyer C30LF. New Flyer C35LF. New Flyer C40. New Flyer C40LF. New Flyer D30LF. New Flyer D35. New Flyer D35LF. New Flyer ...

Oil Change Bundle - Advance Auto Parts

Make your routine oil change faster and easier! Choose a qualifying 5-quart jug of oil and a qualifying oil filter. Select what vehicle you're working on.

[Battery - Advance Auto Parts](#)

AGM and lithium-ion batteries are generally more expensive than traditional lead-acid batteries due to their advanced technology and performance. Brand: Batteries from reputable and well ...

[Speed Perks Rewards - Advance Auto Parts](#)

Advance Auto Parts is your source for quality auto parts, advice and accessories. View car care tips, shop online for home delivery, or pick up in one of our 4000 convenient store locations in ...

[Auto Battery - Advance Auto Parts](#)

Save on a new auto batteries at Advance Auto Parts. Buy online, pick up in-store in 30 minutes. Battery replacement has never been so easy!

IN STORE PICKUP - Advance Auto Parts

Advance Auto Parts is your source for quality auto parts, advice and accessories. View car care tips, shop online for home delivery, or pick up in one of our 4000 convenient store locations in ...

Front Brake Pads and Shoes - Advance Auto Parts

Save on Front Brake Pads and Shoes at Advance Auto Parts. Buy online, pick up in-store in 30 minutes.

CONTACT US - Advance Auto Parts

Advance Auto Parts is your source for quality auto parts, advice and accessories. View car care tips, shop online for home delivery, or pick up in one of our 4000 convenient store locations in ...

Advance Auto Parts: Car, Engine, Batteries, Brakes, ...

Advance Auto Parts is your source for quality auto parts, advice and accessories. View car care tips, shop online for home delivery, or pick up in one of our 4000 convenient store locations in ...

[» Store Locator - Advance Auto Parts](#)

What part do you need today? Search. Store Locator. SEARCH

Find Auto Parts by Make & Model | Advance Auto Parts

Neoplan Advanced DSN. more less New Flyer Parts. New Flyer C30LF. New Flyer C35LF. New Flyer C40. New Flyer C40LF. New Flyer D30LF. New Flyer D35. New Flyer D35LF. New Flyer ...

[Oil Change Bundle - Advance Auto Parts](#)

Make your routine oil change faster and easier! Choose a qualifying 5-quart jug of oil and a qualifying oil filter. Select what vehicle you're working on.

Battery - Advance Auto Parts

AGM and lithium-ion batteries are generally more expensive than traditional lead-acid batteries due to their advanced technology and performance. Brand: Batteries from reputable and well ...

[Speed Perks Rewards - Advance Auto Parts](#)

Advance Auto Parts is your source for quality auto parts, advice and accessories. View car care tips, shop online for home delivery, or pick up in one of our 4000 convenient store locations in ...

Auto Battery - Advance Auto Parts

Save on a new auto batteries at Advance Auto Parts. Buy online, pick up in-store in 30 minutes. Battery replacement has never been so easy!

IN STORE PICKUP - Advance Auto Parts

Advance Auto Parts is your source for quality auto parts, advice and accessories. View car care tips, shop online for home delivery, or pick up in one of our 4000 convenient store locations in ...

Front Brake Pads and Shoes - Advance Auto Parts

Save on Front Brake Pads and Shoes at Advance Auto Parts. Buy online, pick up in-store in

30 minutes.

CONTACT US - Advance Auto Parts

Advance Auto Parts is your source for quality auto parts, advice and accessories. View car care tips, shop online for home delivery, or pick up in one of our 4000 convenient store locations in ...

Advanced Microsoft Project Training

Advanced Microsoft Project Training

Related Articles

- [advanced 16 week marathon training plan](#)
- [advanced practice social worker](#)
- [advanced management program harvard cost](#)

[Back to Home](#)