

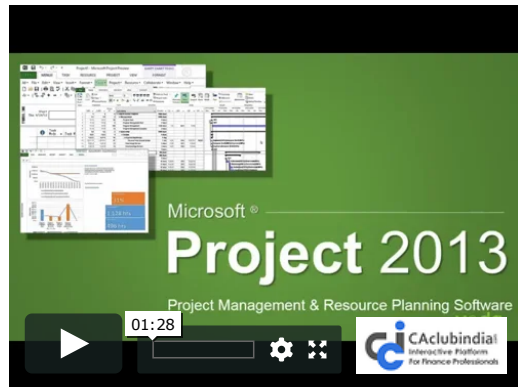
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# MS Project 2013 (Professional)

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Topic Name	Faculty	Topic Length
SECTION 1: Getting Started <ul style="list-style-type: none"> <li>A. Course Overview</li> <li>B. MS Project 2013 Features</li> <li>C. MS Project 2013 Edition</li> <li>D. MS Project 2013 New Interface</li> </ul>	Yoda Learning	16 mins
SECTION 2: Working with the Project <ul style="list-style-type: none"> <li>A. Using the Ribbon</li> <li>B. BackStage View</li> </ul>	Yoda Learning	23 mins

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- C. Working with the Commands

#### SECTION 3: Setting up the Project Files

- A. Creating and saving the Projects
- B. Creating Projects using Templates
- C. Importing the Excel Workbook to Project
- D. Working with the Calendars
- E. Defining the working and the non-working time
- F. Setting the basic options

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46 mins

#### SECTION 4: Creating Tasks

- A. Understanding the difference between the manual and auto-scheduling
- B. Creating a Manual Task
- C. Creating an Auto-Schedule
- D. Switch Modes
- E. Adding a Recurring Tasks
- F. Copying Data
- G. Creating a Summary Task
- H. Displaying the Summary Tasks
- I. Organizing the Tasks in the Task List
- J. Assigning WBS Codes

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57 mins

#### SECTION 5: Linking and Timing Tasks

- A. Linking the Tasks
- B. Task Lags
- C. Date Constraint
- D. View the Tasks and Task Links

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28 mins

#### SECTION 6: Creating Resources

- A. Understanding Resources
- B. Creating Work Resources
- C. Creating Material Resource
- D. Setting up costs for work and material resources
- E. Cost Resource

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31 mins

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<p>SECTION 7: Assigning Tasks to the Resources</p> <ul style="list-style-type: none"> <li>• A. Duration,Work and Units</li> <li>• B. Assigning resources to the tasks</li> <li>• C. Using Team Planner to assign resouces</li> <li>• D. Finding Over Allocation</li> <li>• E. Effort-Driven</li> <li>• F. Peak</li> <li>• G. Replacing resources on the task</li> </ul>	<p><a href="#">Yoda Learning</a></p>	<p>38 mins</p>
<p>SECTION 8: Working with the Views</p> <ul style="list-style-type: none"> <li>• A. Choosing the view</li> <li>• B. Working with the Table</li> <li>• C. Inserting and rearranging the Table columns</li> <li>• D. Changing the Settings of the Columns in a Table</li> <li>• E. Displaying the Two windows at the same time</li> <li>• F. Using the Time Line View</li> <li>• G. Sorting</li> <li>• H. Grouping</li> <li>• I. Filtering</li> <li>• J. Task Bar</li> <li>• K. Task Layout</li> <li>• L. Task Text</li> </ul>	<p><a href="#">Yoda Learning</a></p>	<p>76 mins</p>
<p>SECTION 9: Fine-Tuning the Project Schedule</p> <ul style="list-style-type: none"> <li>• A. Critical Paths</li> <li>• B. Task Inspector</li> <li>• C. Split the Task</li> <li>• D. Delaying a task or assignment</li> <li>• E. Adjusting a work counter</li> <li>• F. Leveling Resources</li> <li>• G. Inactivating a Task</li> </ul>	<p><a href="#">Yoda Learning</a></p>	<p>34 mins</p>
<p>SECTION 10:Tracking and Managing a Project</p> <ul style="list-style-type: none"> <li>• A. Understanding Baselines,Scheduled and actual values</li> </ul>	<p><a href="#">Yoda Learning</a></p>	<p>48 mins</p>

- B. Saving and clearing a baseline
- C. Adding a Tasks to a baseline
- D. Updating the schedule
- E. Assigning overtime
- F. Updating the costs
- G. Rescheduling unfinished work

SECTION 11: Viewing and Reporting  
Project Information

- A. Viewing project schedule status
- B. Looking for schedule progress problems
- C. Looking for cost problems
- D. Working with graphical reports
- E. Using Earned Values
- F. Printing views and reports

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41 mins

SECTION 12: Sharing Projects

- A. Saving to other formats
- B. Working with the global templates
- C. Importing and exporting
- D. Sharing project information in other ways

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26 mins

SECTION 13: Conclusion

- A. Next Step

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1 mins

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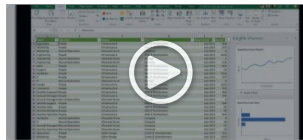
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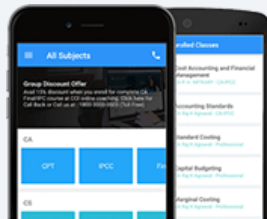
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