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MICROSOFT

# Microsoft Project Level 3

**Due to Covid-19 safety restrictions** PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

## Course Overview

This 1-day, instructor-led course addresses the advanced features of MS Project. Students will learn about the following:

- Consolidating projects using Master projects and Subprojects
- Working with Project Server, Project Online, and SharePoint
- Using Project data in other applications
- Creating final reports

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 240-667-7757.

## Course Outline

### Managing the project schedule

- Multiple baselines and interim plans
- Setting and using a status date
- Resolving resource conflicts and scheduling issues
- Delaying a task



## Other views and shortcuts

- The Task Form, Task Details Form, and Task Name Form
- The Resource Form
- Compound views and the Relationship Diagram

## Working with multiple projects and project integrations

- Consolidating multiple projects
- Project Server, Project Online, and SharePoint

## Working with Project data and closing out a project

- Working with Project data
- Closing out a project

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Starting at **\$299**

### **ATTENTION**

For GSA pricing or Contractor quotes call  
[240.667.7757](tel:240.667.7757)



### Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.