

Project 2013 - Formatting Projects

The Project 2013 - Formatting Projects course is in the Microsoft Specialist exam 74-343 range. You will learn how to format Gantt charts and Network Diagrams. You will also format Calendar view and tables, as well as add images and use drawing tools.

The estimated time to complete this course is 2 hours and 19 minutes.

Formatting in Project

Formatting Gantt Charts

- Enhancing Projects
- Formatting Gantt Bars
- Formatting Custom Bars
- Adding Text to Bars
- Formatting Precedence
- Gantt Chart Layout

Formatting the Network Diagram

- Box Shapes
- Formatting Shapes
- Using Data Templates
- Changing the Layout
- Changing the Link Style
- Changing the Link Colour
- Diagram Options
- Moving Boxes Manually
- Hiding Task Details
- Printing Network Diagrams

Formatting the Calendar

- The Calendar
- Changing Text Styles
- Changing Bar Styles
- Modifying Week Heights
- Modifying Gridlines
- Auto Adjust Week Heights
- Moving Bars
- Modifying the Timescale

Formatting Tables


- Formatting Table Text
- Changing Table Row Height
- Hiding Columns
- Inserting Columns
- Switching Tables
- Creating New Tables
- Displaying Gridlines
- Modifying Gridlines

If you require any further information please contact NYES:

T: 01609 533222

E: nyes@northyorks.gov.uk

www.nyeducationsservices.co.uk

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Images and Drawing Tools


- Inserting Images
- Scaling Images
- Drawing Tools
- Adding Text Boxes
- Arrows and Lines
- Changing Stack Order
- Drawing Shapes
- Creating Polygons
- Fill Colour for Shapes

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