

Project 2013 - Tracking, Reporting and Tools

The Project 2013 - Tracking, Reporting and Tools course is in the Microsoft Specialist exam 74-343 range. You will learn how to track progress and generate reports. You will also create new projects from existing, and use the Team Planner and Task Inspector.

The estimated time to complete this course is 2 hours and 10 minutes.

Tracking and Reporting

Tracking Progress

- Tracking Actual Progress
- Updating Task Progress
- Updating Multiple Tasks
- Displaying Project Statistics
- Timephased Fields
- Displaying Actual Work Data
- Rescheduling Incomplete Tasks

Generating Reports

- Project Views
- Reports
- Dashboard Reports
- Project Overview Reports
- Marking Tasks as Complete
- Customising Reports
- Resource Overview Reports
- Removing Charts
- Adding Images
- Applying Date Range Filters
- Adding Titles
- Renaming Reports
- Opening Reports

Visual Reports

- Creating Visual Reports
- Printing Visual Reports

Existing Projects and Tools

Creating Projects from Existing


- Creating Projects from Existing
- Changing the Start Date
- Cancelling Work for Tasks
- Marking Tasks as Inactive
- Project Summary Tasks
- Creating Custom Fields
- Entering Formulas
- Displaying Graphical Indicators

If you require any further information please contact NYES:

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Project Tools


- Viewing Resource Availability
- Highlighting Critical Tasks
- Viewing Total Slack
- Task Inspector
- Inspect List Options
- Team Planner
- Saving a Project as a Template
- Viewing Templates

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