

Project 2013 - Viewing and Updating Data

The Project 2013 - Viewing and Updating Data course is in the Microsoft Specialist exam 74-343 range. You will learn how to sort and group tasks, use WBS codes, and apply filters. You will also update and modify projects, split tasks and set options.

The estimated time to complete this course is 2 hours and 36 minutes.

Viewing Project Information

Sorting and Grouping Tasks

- Sorting Tasks
- Custom Sorts
- Sorting in Other Views
- Grouping Tasks
- Custom Groups

Using WBS and Outline Codes

- WBS Codes
- Defining WBS Codes
- Viewing WBS Codes
- Renumbering WBS Codes
- Outline Codes
- Defining Outline Codes
- Creating Lookup Tables
- Entering Outline Codes
- Deleting Outline Codes

Applying Filters

- Filters
- Standard Filters
- Interactive Filters
- AutoFilters
- Custom Filters
- Highlighting Filters

Updating Projects and Options

Material Resources and Baselines

- Adding Material Resources
- Allocating Material Resources
- Removing Resources
- Viewing Costs
- Baselines
- Clearing Baselines
- Setting Baselines

Modifying Projects


- Adding Tasks to Projects
- Adding Tasks to Baselines
- Modifying Task Duration
- Splitting Tasks
- Viewing Baseline Changes
- Multiple Baselines
- Viewing Multiple Baselines
- Creating Interim Plans
- Displaying Interim Plans

If you require any further information please contact NYES:

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Project Options


- Modifying Project Options
- General Options
- Display Options
- Schedule Options
- Proofing Options
- Save Options
- Advanced Options
- Saving in Other Formats

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