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**MICROSOFT**

# Microsoft Project Level 2

**BONUS! Cyber Phoenix Subscription Included:** All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

## Course Overview

This 1-day, instructor-led course will build upon the concepts addressed in MS Project Level 1. Students will learn to do the following:

- Work with the Quick Access Toolbar and advanced calendar topics
- Add task notes; set task deadlines and priorities; and group, sort, filter, highlight, and add fixed costs to tasks
- Group, sort, filter, and highlight resources; set resource working-time exceptions and pool resources for sharing; and create resource budget cost items
- Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve resource conflicts and scheduling issues

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

## Course Outline

### The Quick Access Toolbar and Advanced Calendar Topics

- The Quick Access Toolbar
- Advanced calendar topics

## Working with Tasks

- Task notes, task deadlines, and task priorities
- Miscellaneous task features and functions

## Working with Resources

- Grouping, sorting, filtering, and highlighting resources
- Resource working time and resource pools
- Resource budget cost items

## Managing the Project Schedule

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

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Starting at **\$299**

**ATTENTION**

For GSA pricing or Contractor quotes call  
301-258-8200 - Option 4

**GSA**



**Price Match Guarantee**

We'll match any competitor's price quote. Call 301-258-8200 Option 4.

Included in this **Microsoft Project Level 2**

- 1 day of expert instructor-led training
- Microsoft Project Level 2 training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class\*
- Tea, coffee and soda available throughout the day\*
- Freshly baked cookies every afternoon\*