

# Microsoft Project Expert

Customized Managing and Reporting on Multiple Projects

## Course Description

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The expert course is for participants who have completed the core Project course and who want to gain further skills in creating customized reports, running or overseeing multiple projects, the use of a shared resource pool and exporting to Excel. The course will also build skills and strategies for creating organizational templates that will create standardized projects across the company.

**Course Duration: 7 hrs**

## Basic Skills Checklist

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The following list summarizes skills that students will be comfortable with after this course.

- Create customized reports
- Conditional formatting applied to Gantt chart
- Customized tables and fields
- Create master projects, insert and work with sub-projects and create links to external tasks
- Creating and sharing a resource pool
- Create export map to Excel
- Creating and sharing organizational Project templates

## Course Prerequisites

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The course assumes that students have completed the Microsoft Project Core course.

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