# skilltec training
Moving forward in knowledge and training

# Microsoft Project Level 3

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| **Course Code** | MSPRL3 |
| **Duration** | 1 day |

## Overview
Having already learnt how to create and edit basic plans in Microsoft Project, you find that you need to record additional information that the Standard Project Template does not accommodate for. To overcome this, you will learn how to customise all areas of Microsoft Project, exchange project plan data with other applications and reuse project plan information. You will also look at creating custom reports using both the built in Reporting tools plus Power BI.

## Audience
This course is designed for a person who has the basic skills to create and modify project plans using Microsoft Project and needs to use Microsoft Project to manage and customise those plans.

This course is suitable for anyone using Microsoft Project Standard or Professional, versions 2013, 2016 or 2019. This course will be delivered on Microsoft Project 2016.

## Learning Objectives
By actively participating in this course, you will learn about the following:

  ▶ How to customise Project to meet specific requirement.
  ▶ How to exchange project plan data with other applications.
  ▶ Be able to edit existing and create custom reports.

## Pre-Requisites

  ▶ An understanding of project management concepts.
  ▶ Knowledge of a Windows operating system, XP or newer.
  ▶ Knowledge equivalent to, or attendance on, Skilltec Microsoft Project Level 1 and Level 2 course.

## Course Contents

**Customising Microsoft Project**
  ▶ Create Custom Fields
  ▶ Create Custom Filters
  ▶ Custom Tables
  ▶ Create Custom Views

**Import and Export Information**
  ▶ File Formats Supported by Microsoft Project
  ▶ Mapping Project Information
  ▶ Exporting Microsoft Project Information

  ▶ Importing Information into Microsoft Project
  ▶ Create Templates
  ▶ Using the Organizer

**Report on Projects**
  ▶ Reporting on Progress
  ▶ Manipulate Built-In Reports
  ▶ Work with Multiple Baselines
  ▶ Distribute Project Data in Other Formats
  ▶ Use Power BI to Report on Project Information

## Further Information
For more information or to book this course, please contact our Course Enquiries Team on
**01752 227330** (Option 2) or email us at **enquiries@skilltec.co.uk**.