



Index Computers
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Project 2013

Level 2

Using Templates and Importing Data

Working with templates
Creating projects from other programs

Managing a Project

Setting baselines
Updating and active project
Monitoring progress

Analyzing and Adjusting the Plan

Analyzing the plan
Delays and conflicts
Team Planner view

Working with Reports

Standard reports
Visual reports

Customizing Project

Custom views
Macros
Gantt chart formatting
Custom fields

Managing Multiple Projects

Consolidating and sharing projects
Sharing resources among projects

Exchanging Project Information

Collaboration
Hyperlinks
Exporting to Office applications