

## **Microsoft Project 2013 - Level 2: Instructor Setup Guide**

- **General Hardware Requirements for Office Professional Plus 2013**
  - **Software Setup Notes**
  - **Classroom Data**
  - **Courseware Timing**
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## 1.1 General Hardware Requirements for Office Professional Plus 2013

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Office 2013 32-bit products are supported on the following Windows operating systems: <ul style="list-style-type: none"> <li>• Windows Server 2008 R2 (64-bit)</li> <li>• Windows 7 (32-bit or 64-bit)</li> <li>• Windows Server 2012 (64-bit)</li> <li>• Windows 8 (32-bit or 64-bit)</li> </ul> Office 2013 64-bit products are only supported on the following Windows operating systems: <ul style="list-style-type: none"> <li>• Windows Server 2008 R2 (64-bit)</li> <li>• Windows 7 (64-bit)</li> <li>• Windows Server 2012 (64-bit)</li> <li>• Windows 8 (64-bit)</li> </ul>
<b>Processor</b>	1 gigahertz (GHz) or faster x86; or x64-bit processor with SSE2 instruction set
<b>Disk space</b>	3.0 gigabyte (GB)
<b>Memory</b>	1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit)
<b>Display</b>	Graphics hardware acceleration requires a DirectX10 graphics card and a 1024 x 576 or higher resolution monitor

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 8 Professional as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2013 and Project 2013 Professional. Note that Word, Excel, and PowerPoint are used in various exercises.

The workstation should be configured to connect to the Internet, although there are no exercises that require it.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **M152en\_data.exe** for this course to install the class data to the **C:\M152en\_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

<b>DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>1Custom</b>	<b>.mpp</b>	Section <b>1.2 Custom Tables</b> , in the exercise <b>Creating a New Custom Resource Table</b>
<b>1View</b>	<b>.mpp</b>	Section <b>1.3 Custom Views</b> , in the exercise <b>Creating a Custom Combination View</b>
<b>1Report</b>	<b>.mpp</b>	Section <b>1.4 Customizing Reports</b> , in the exercise <b>Customizing a Standard Report</b>
<b>2Template</b>	<b>.mpp</b>	Section <b>2.2 Custom Templates</b> , in the exercise <b>Creating a Custom Template</b>
<b>2Meeting 2013</b>	<b>.mpp</b>	Section <b>2.3 The Organizer</b> , in the exercise <b>Using the Organizer to Manage Elements</b>
<b>2Organizer</b>	<b>.mpp</b>	Section <b>2.3 The Organizer</b> , in the exercise <b>Using the Organizer to Manage Elements</b>
<b>3Track</b>	<b>.mpp</b>	Section <b>3.1 Progress Lines</b> , in the exercise <b>Displaying and Formatting Progress Lines</b>
<b>3EVA</b>	<b>.mpp</b>	Section <b>3.2 Earned Value Analysis</b> , in the exercise <b>Viewing and Graphing Earned Values</b>
<b>3VisualReport</b>	<b>.mpp</b>	Section <b>3.3 Custom Visual Reports</b> , in the exercise <b>Working with Visual Reports</b>
<b>4Export</b>	<b>.mpp</b>	Section <b>4.2 Using Import/Export Maps</b> , in the exercise <b>Exporting Project Data to Microsoft Excel</b>
<b>4Import</b>	<b>.xlsx</b>	Section <b>4.2 Using Import/Export Maps</b> , in the exercise <b>Importing Microsoft Excel File Data into Microsoft Project 2013</b>
<b>5Conference</b>	<b>.mpp</b>	Section <b>5.2 Working with Multiple Projects</b> , in the exercise <b>Creating a Master Project File</b>
<b>5Remodel</b>	<b>.mpp</b>	Section <b>5.2 Working with Multiple Projects</b> , in the exercise <b>Creating a Master Project File</b>
<b>5Shareholder</b>	<b>.mpp</b>	Section <b>5.2 Working with Multiple Projects</b> , in the exercise <b>Creating a Master Project File</b>
<b>6Pool</b>	<b>.mpp</b>	Section <b>6.2 Working with Resource Pools</b> , in the exercise <b>Assigning Resources from the Resource Pool</b>
<b>6Share1</b>	<b>.mpp</b>	Section <b>6.2 Working with Resource Pools</b> , in the exercise <b>Assigning Resources from the Resource Pool</b>
<b>6Share2</b>	<b>.mpp</b>	Section <b>6.2 Working with Resource Pools</b> , in the exercise <b>Assigning Resources from the Resource Pool</b>
<b>7GanttBars</b>	<b>.mpp</b>	Section <b>7.1 Rollup Task Bars</b> , in the exercise <b>Applying Roll Up Task Bars to the Gantt Chart</b>

<b>DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>7FinancialReport</b>	<b>.pptx</b>	Section <b>7.2 Hyperlinks</b> , in the exercise <b>Inserting a PowerPoint Hyperlink</b>
<b>7WBS</b>	<b>.mpp</b>	Section <b>7.3 Custom WBS Codes</b> , in the exercise <b>Creating a Custom WBS Code Mask</b>
<b>7Macro</b>	<b>.mpp</b>	Section <b>7.4 Macros</b> , in the exercise <b>Working with Macros</b>

The **C:\M152en\_data** folder may be deleted after the class.

## 1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a two seven-hour training sessions. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Customizing Tables, Views, and Reports</b>	<b>40 min</b>
1.1 Customizing Project Elements	10 min
1.2 Custom Tables	10 min
1.3 Custom Views	10 min
1.4 Customizing Reports	10 min
<b>Working with Templates</b>	<b>45 min</b>
2.1 Sample Templates	15 min
2.2 Custom Templates	15 min
2.3 The Organizer	15 min
<b>Tracking and Analyzing Project Data</b>	<b>70 min</b>
3.1 Progress Lines	20 min
3.2 Earned Value Analysis	25 min
3.3 Custom Visual Reports	25 min
<b>Importing and Exporting Data</b>	<b>50 min</b>
4.1 Importing and Exporting Files	25 min
4.2 Using Import/Export Maps	25 min
<b>Working with Multiple Projects</b>	<b>75 min</b>
5.1 Master Projects and Subprojects	25 min
5.2 Working with Multiple Projects	25 min
5.3 Linking Tasks Across Projects	25 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Resource Pools</b>	<b>60 min</b>
6.1 Resource Pools	30 min
6.2 Working with Resource Pools	30 min
<b>Additional Features</b>	<b>80 min</b>
7.1 Rollup Task Bars	20 min
7.2 Hyperlinks	20 min
7.3 Custom WBS Codes	20 min
7.4 Macros	20 min