

Released December 2023

Section/Lesson/Topic	Section Name	Change Type
Global		<ul style="list-style-type: none"> • Course Activities—steps and images updated throughout the course. • Dates updated throughout Activities, including the data files. • Figures updated throughout the course.
Frontmatter	Course Instructor Info	Updated the following sections: <ul style="list-style-type: none"> • Microsoft Software Updates • Presentation Tips • Course-Specific Technical Requirements (Hardware/Software) • Setting Up the Course
	About This Course	<ul style="list-style-type: none"> • Updated.
1A	The Status Date	<ul style="list-style-type: none"> • Updated content.
	The Status Date Dialog Box	<ul style="list-style-type: none"> • Updated and moved to previous KB as a Supporting Block.
	The Update Tasks Dialog Box	<ul style="list-style-type: none"> • Updated content.
	Tables (New)	<ul style="list-style-type: none"> • Added new KB and accompanying figure/slide.
	The Tracking Table	<ul style="list-style-type: none"> • Updated content and added new figure.
	The Variance Table	<ul style="list-style-type: none"> • Added new figure.
	How to Enter Task Progress	<ul style="list-style-type: none"> • Updated procedures.
1C	Active/Inactive Tasks	<ul style="list-style-type: none"> • Updated content.
	The Move Command	<ul style="list-style-type: none"> • Updated content.
1D	Cost Rate Tables	<ul style="list-style-type: none"> • Updated content.
1E	The Set Baseline Dialog Box	<ul style="list-style-type: none"> • Updated content.
	Interim Plans	<ul style="list-style-type: none"> • Updated content.
	How to Update a Baseline	<ul style="list-style-type: none"> • Updated procedures.
2A	Default Views	<ul style="list-style-type: none"> • Added new figures and updated tables.
	The More Views Dialog Box	<ul style="list-style-type: none"> • Updated content, including new table on views available to Project Plan subscribers.
	The Sort Command	<ul style="list-style-type: none"> • Updated content.
	The Tables Command	<ul style="list-style-type: none"> • Updated content.
	The Highlight Command	<ul style="list-style-type: none"> • Updated content.
	The Filter Command	<ul style="list-style-type: none"> • Updated content.
	Custom Filters	<ul style="list-style-type: none"> • Updated content.
	Interactive Filters	<ul style="list-style-type: none"> • Updated content.
	The Group Command	<ul style="list-style-type: none"> • Retitled as The Group By Command. • Updated content.
	The Project Statistics Dialog Box	<ul style="list-style-type: none"> • Updated content.
	The Timescale Dialog Box	<ul style="list-style-type: none"> • Updated content.
	How to Use Different Views	<ul style="list-style-type: none"> • Updated procedures and added new procedure on How to Create a Custom Filter, How to Create an Interactive Filter, and How to Use a Custom Filter.

2B (Retitled Add Custom Fields)	The Custom Fields Dialog Box	<ul style="list-style-type: none"> Updated, including table content.
2C	New Views	<ul style="list-style-type: none"> Retitled as Custom Views. Updated content.
	The Define New View Dialog Box	<ul style="list-style-type: none"> Updated content.
	Single Views	<ul style="list-style-type: none"> Updated content.
	Combination Views	<ul style="list-style-type: none"> Updated content.
2D (Retitled Format and Share the Timeline)	The Timeline View	<ul style="list-style-type: none"> Updated content.
	The Timeline Tools Format Contextual Tab	<ul style="list-style-type: none"> Retitled as The Timeline Format Contextual Tab.
	The Copy Timeline Command	<ul style="list-style-type: none"> Updated content, including table.
	How to Format and Share the Timeline	<ul style="list-style-type: none"> Updated procedures.
3A	Microsoft Project Reports (NEW)	<ul style="list-style-type: none"> Added new KB, including figure/slide.
	Cost Reports	<ul style="list-style-type: none"> Updated content.
	How to View Built-In Reports	<ul style="list-style-type: none"> Updated all procedures.
3B	Custom Reports (NEW)	<ul style="list-style-type: none"> The New Report Command and New Report Types KBs combined and retitled. Updated content.
	The Report Tools Design Contextual Tab	<ul style="list-style-type: none"> Retitled as The Report Design Contextual Tab. Updated content.
	Chart Types	<ul style="list-style-type: none"> Updated content.
	The Chart Tools Design Contextual Tab	<ul style="list-style-type: none"> Retitled as The Chart Design Contextual Tab. Updated content.
	The Chart Tools Format Contextual Tab	<ul style="list-style-type: none"> Retitled as The Format Contextual Tab. Updated content.
	The Table Tools Design Contextual Tab	<ul style="list-style-type: none"> Retitled as The Table Design Contextual Tab. Updated content.
	The Table Tools Layout Contextual Tab	<ul style="list-style-type: none"> Retitled as The Layout Contextual Tab.
	The Field List pane	<ul style="list-style-type: none"> Updated content.
	How to Create Custom Reports	<ul style="list-style-type: none"> Updated all procedures.
3C	Visual Reports	<ul style="list-style-type: none"> Visio PivotDiagrams KB has been moved here as a Supporting Block.
	How to Create a Visual Report	<ul style="list-style-type: none"> Updated procedure on How to Generate a Visual Report.
4A	Best Practices for Creating a Template from an Existing File	<ul style="list-style-type: none"> Updated content.
	The Personal Templates Folder	<ul style="list-style-type: none"> Updated content.
	How to Create a Project Plan Template	<ul style="list-style-type: none"> Updated procedures.
	Saving a Template File in the Personal Templates Folder (Optional) (New)	<ul style="list-style-type: none"> Added new Optional activity and accompanying slide.
4B	The Organizer	<ul style="list-style-type: none"> Updated content.
5A	Resource Pools	<ul style="list-style-type: none"> Updated content.
	The Open Resource Pool Dialog Box	<ul style="list-style-type: none"> Updated content.
	The Share Resources Dialog Box	<ul style="list-style-type: none"> Updated content.

	How to Share Resources	<ul style="list-style-type: none"> • Updated procedure on How to Use a Resource Pool. • Added new procedures on How to Disconnect the Sharer File from the Resource Pool and How to Break Sharing Links in the Resource Pool.
5B	Linked Projects	<ul style="list-style-type: none"> • Updated content.
	Master Projects and Subprojects	<ul style="list-style-type: none"> • Updated content.
	The Insert Project Dialog Box	<ul style="list-style-type: none"> • Updated content.
	Dependencies	<ul style="list-style-type: none"> • Updated content.
	Master Project Considerations (NEW)	<ul style="list-style-type: none"> • Added new KB and accompanying figure/slide.
Appendix A	Project Management in the Cloud	<ul style="list-style-type: none"> • Appendix generally updated. • New KB regarding Procurement Methods. • Project Schedules vs. Project Roadmaps has been retitled as “Project for the Web and Roadmaps” and has been updated. •
	Glossary	Added combination view, Dashboard, Project for the web.
Course Files	Data Files, PowerPoints, and Assessment	Updated per changes made to lesson content.