

Microsoft Project Training

Advanced



Course Objectives

- Improve upon existing Project knowledge
- Customise fields in Project, including graphical indicators
- Create custom tables, filters, views and reports
- Export data to various Office products using Maps
- Work with Project templates including the global template
- Applying hyperlinks to a projects tasks and resources
- Allocate and manage resources
- Consolidate and link different project files
- Share resources across multiple project files
- Automate Project functionality using macros

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

Have a sound working knowledge of Microsoft Project.

Course Outline

Project Views

- Navigating Views
- Customise Views

Task Fields

- Adding Fields to existing Tables
- Removing Fields
- Customise Fields
- Drop down fields lists
- Formula driven Fields
- Create Graphical Indicators
- Traffic Light Fields

Project Tables

- Navigating Tables
- Customise Tables

Project Filters

- Existing Filters
- Highlight Filters
- Custom Filters

Project Reports

- Standard Project Reports
- Printing Reports
- Customise Reports

Hyperlinks

- Using Hyperlink fields
 - Editing Hyperlinks
- Removing Hyperlinks

Other Applications

- Project Maps
- Customise Maps
- Export to Excel

Templates

- Uses for Templates
- Creating Templates
- Saving Templates
- The Global Template

Linking Projects

- Inserting Sub Projects
- Consolidating Projects
- Linking Tasks between Projects

Resources

- Creating resources
- Task types
- Assigning resources
- Create and change resource calendars
- Changing hours of work
- Resourcing materials
- Assigning a cost resource
- Multiple cost rates
- Automatic Resource Levelling
- Manual Resource Levelling

Sharing Resources

- Resource Pools
- Share Resources across multiple Projects
- Resource Levelling across multiple Projects

Macros

- Identify uses for Macros
- Record a Macro
- Run a Macro