

Microsoft Project Training

Advanced



Course Objectives

- Improve upon existing Project knowledge
- Customise fields in Project, including graphical indicators
- Create custom tables, views and reports
- Work with and create custom filters for viewing data
- 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, understanding effort driven tasks
- 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

- Overview
- Customise Views

Task Fields

- Overview
- Customise Fields
- Create Graphical Indicators

Project Tables

- Overview
- Customise Tables

Project Filters

- Overview
- Existing Filters
- Custom Filters

Project Reports

- Overview
- Standard Project Reports
- Printing Reports
- Customise Reports

Hyperlinks

- Using Hyperlink fields
- Editing Hyperlinks
- Removing Hyperlinks

Templates

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

Other Applications

- Project Maps
- Customise Maps
- Export to Excel
- Export to Access
- Deadlines

Linking Projects

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

Resources

- Creating resources
- Task types
- Assigning resources
- Manual Resource Levelling
- Automatically Resource Levelling

Sharing Resources

- Resource Pools
- Using other Projects Resources
- Resource Levelling across multiple Projects

Macros

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