



Course Outline

Microsoft Office Project Advanced - 2 days

Contents

Project Views

- Understanding Project Views
- Working With Standard Views
- Creating Split Views
- Creating A Custom View
- Creating A Combination View
- Using Custom Views
- Customising The View Menus
- Saving An Existing View
- Deleting Unwanted Views
- Keeping New Views Local

Tables

- Exploring Tables
- Creating A New Table
- Adding Fields To A Table
- Formatting Table Fields
- Using A Custom Table
- Using A Hyperlink Field

Controlling Project Data

- Understanding Data Tools
- Using Highlighting
- Using Filters
- Creating A Custom Filter
- Editing Existing Filters
- Deleting An Unwanted Filter
- Grouping Tasks
- Using AutoFilters

Formatting Projects

- Understanding The Timescale
- Changing Time Periods
- Showing Tiers
- Modifying Specific Tiers
- Formatting Non-Working Time
- Changing Text Styles
- Working With Gridlines
- Displaying Progress Lines
- Working With Progress Lines
- Changing The Layout
- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles
- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

Gantt Chart Printing

- Displaying Printing Commands
- Performing A Print Preview
- Setting Page Breaks
- Printing Specific Dates And Pages
- Inserting Headers
- Inserting Footers
- Working With The Legend
- Getting The Right Report Fit
- Printing To PDF

Predefined Reports

- Understanding Predefined Reports
- Using A Predefined Report
- Using Report Lists
- Modifying An Existing Report
- Crosstabulation Reports
- Dissecting A Crosstabulation Report
- Creating A Custom Crosstabulation
- Adjusting The Details Of A Custom Report
- Sharing Custom Reports

Templates

- Understanding Templates
- Navigating Through The Templates
- Saving A Project As A Template
- Using A Custom Template
- Creating A Template Shortcut
- Managing My Templates
- Modifying A Template
- Understanding The Global Template
- Organising The Global Template
- Applying A Newly Organised Item
- Removing Items From The Global Template

Microsoft Project Files

- The Compatibility Conundrum
- Opening A Microsoft Project 2007 File
- Moving A Project
- Working With Multiple Files
- Finding The Workspace Command
- Creating A Workspace
- Using A Workspace
- Hiding Files That Are Open

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Linking and Combining Projects

- Understanding Linked Projects
- Combining Projects
- Viewing A Combined Project
- Printing From A Combined Project
- Setting A Combined Project Start Date
- Changing Data In A Combined Project
- Saving And Closing A Combined Project
- Using Only The Combined Project File
- Using Only Subproject Files
- Inserting Subprojects
- Breaking Subproject Links
- Creating A Read Only Subproject
- Inserting Task Links
- Creating A Summary Milestone

Shared Resources

- Understanding Resource Sharing
- Creating A Common Resource Pool
- Linking To An External Pool
- Linking A New Project File To The Pool
- Assigning Resources From The Pool
- Working With Shared Resources
- Checking For Resource Links
- Managing Shared Resources
- Opening Shared Resource Projects
- Opening The Resource Pool Only
- Assembling A Resource Master
- Working With A Resource Master

Downsizing Larger Projects

- Understanding Project Downsizing
- Creating The Resource File
- Creating Smaller Projects
- Linking SubProjects To Resources
- Preparing For The Master Project
- Creating The Downsized Master File
- Setting Project Links
- Finalising The Master

Other Applications

- Understanding Working With Applications
- Copying A Gantt Chart Image
- Copying Table Data
- Copying To Microsoft Excel
- Linking To Microsoft Excel
- Exporting To Microsoft Excel
- Exporting To Excel Using A Map
- Using Visual Reports

Microsoft Project VBA

- Understanding VBA In Microsoft Project
- Accessing The Developer Tab
- Recording A Macro
- Running A Macro
- Examining The Macro Code
- Making A Macro Global
- Adding A Macro To The QAT

Concluding Remarks