



Microsoft Project for the Advanced User

97/XP/2000/2002/2003/2007





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Sept 2008
MSPJAdv

Duration:

1 Full Day

Who should attend:

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Project 2003 at a more advanced level. This course is intended for people who wish to improve their advanced knowledge and skills in the use of Microsoft Project 2003. It covers advanced features of Microsoft Project 2003 including project views, tables and filters. putting projects on the Web, multiple projects, resource sharing, and more.

Course Pre-requisites:

This course is designed for participants with a good understanding of creating and working with projects using Microsoft Project.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Project Management with Microsoft Project

Topics Covered:

1. Project Views

1. Working With Views
2. Combination Views
3. Creating Your Own Views
4. Creating A Combination View
5. Placing Views On The Menu
6. Sharing New Views With Other Projects
7. Project Views Quick Reference

2. More Tables & Filters

1. Overview Of Tables And Filters
2. Understanding Tables
3. Creating A New Table
4. Using The New Table
5. A Clayton's Table
6. Exploring Filters
7. Creating A Custom Filter
8. More Tables & Filters Quick Reference

3. Templates

1. Templates Overview
2. Examining Existing Templates
3. Creating A New Template
4. Using A Template
5. Modifying A Template
6. Changing The Global Template
7. Removing Items From The Global Template
8. Copying Items Between Projects
9. Templates Quick Reference

4. Other Applications

1. Exporting Overview
2. Copying To Microsoft Word
3. Copying To Microsoft Excel
4. Linking To Microsoft Excel
5. Exporting To Microsoft Excel
6. Exporting To A Microsoft Excel Pivot Table
7. Exporting To Microsoft Access
8. Appending More Information
9. Other Applications Quick Reference

5. Reporting Techniques

1. Reporting Techniques Overview
2. Inserting Page Breaks
3. Removing Page Breaks
4. Using Predefined Reports
5. Modifying A Predefined Report
6. Crosstabulation Reports
7. Dissecting A Crosstabulation
8. Creating A Crosstabulation Report
9. Sharing Custom Reports
10. Reporting Techniques Quick Reference

6. Multiple Files

1. Multiple Files Overview
2. Working With Multiple Files
3. Creating A Workspace
4. Using A Workspace File
5. Hiding Files
6. Unhiding Files
7. Multiple Files Quick Reference

7. Linked Projects

1. Linked Projects Overview
2. Combining Multiple Projects
3. Using A Combined Project
4. Changing Data In A Combined Project
5. Saving A Combined Project
6. Opening A Combined Project
7. Inserting Projects
8. Breaking Project Links
9. Creating A Read-Only Sub-Project
10. Inserting Task Links
11. Linked Projects Quick Reference

8. Shared Resources

1. Shared Resources Overview
2. Creating A Common Resource Pool
3. Linking To An External Resource Pool
4. Assigning Resources From A Pool File
5. Working With Shared Resources
6. Checking For Links
7. Managing Shared Resource Files
8. Creating A Resource Workspace
9. Shared Resources Quick Reference