



Microsoft Project 2010 Advanced (1 Day)



Topics Covered:

> **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

> **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



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
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Delivery Modes:

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



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Duration:

1 Day

Who should attend:

This course is designed for users who are keen to extend their understanding and knowledge of Microsoft Project to advanced levels.

Course Pre-requisites:

Microsoft Project 2010 Advanced assumes a good understanding of creating projects, scheduling, and over allocation problem-solving. It is also necessary to have a general understanding of personal computers and the Windows operating system environment especially in regards to file management and file handling.

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.

- Microsoft Excel – Data Analysis
- Microsoft OneNote
- Time Management with Outlook