



Microsoft Project Training

Microsoft Project 2010 Advanced

Who Should Do This Course?

This course is designed for users of Microsoft Project 2010 who want to take their skills beyond creating simple projects. It is particularly suited to Microsoft Project users who work with multiple projects and have a need to produce elaborate and detailed reports.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

The skills and knowledge acquired in this course will build on the basic skills of creating a project, and include skills such as working with project files, project and file linking, printing and reporting, project downsizing, sharing resources, and using Project VBA to automate operations

Prerequisites

Participants should have completed the Project 2010 Level 1 course or have equivalent knowledge prior to commencing this course. This course assumes that the participant can create basic projects using Microsoft Project 2010, including entering tasks and resources, resolving resourcing conflicts, and working with the various views. A reasonable understanding of file management techniques in the Windows or MAC environments is also required.

Content

Unit 1: 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

Unit 2: Tables

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

Unit 3: 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

Unit 4: 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

Unit 5: 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

Unit 6: 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

Unit 7: 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

Unit 8: 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

Unit 9: 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 Sub-project Files
- Inserting Sub-projects
- Breaking Sub-project Links
- Creating A Read Only Subproject
- Inserting Task Links
- Creating A Summary Milestone

Unit 10: 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

Unit 11: 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

Unit 12: 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

Unit 13: 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

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**