



Microsoft Project Training

Microsoft Project 2016 Advanced

Who Should Do This Course?

This course is designed for users of Microsoft Project 2016 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 2016 Essentials course or have equivalent knowledge prior to commencing this course. This course assumes that the participant can create basic projects using Microsoft Project 2016, 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 the Standard Views
- Creating Split Views
- Creating a Custom View
- Creating a Custom Combination View
- Using Custom Views
- Customising the View Menus
- Saving an Existing View
- Deleting Unwanted Views
- Keeping New Views Local
- Working With Multiple Files
- Hiding Open Files

Unit 2: Tables

- Exploring Tables
- Creating a New Table
- Adding Fields Using Add New Column
- Adding Fields Using Insert Column
- Adding Simple Custom Fields
- Formatting Table Fields
- Creating a Simple Lookup Table
- Using a Custom Table
- Using a Hyperlink Field

Unit 3: Controlling Project Data

- Understanding the Data Tools
- Basic Data Highlighting
- Highlighting Date Ranges
- Highlighting a Range of Tasks
- Highlighting Tasks With Specific Resources
- More Highlight Filters
- Applying Filters
- Creating a Custom Filter
- Using 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 for 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: Advanced Printing

- Placing Printing Commands on the Ribbon
- Using Print Preview
- Setting Page Breaks
- Printing Specific Dates and Pages
- Printing Headers
- Printing Footers
- Working With the Legend
- Getting the Right Report Fit
- Exporting to PDF

Unit 6: Graphical Reports

- Understanding Graphical Reports
- How Graphical Reports Work
- Running a Report
- Formatting Chart Objects
- Manipulating Report Data
- Filtering Report Data
- Cloning an Existing Report
- Creating a New Report

- Enhancing Report Appearance
- Making Reports Global
- Removing Unwanted Reports

Unit 7: Project Templates

- Understanding Project Templates
- Examining the Templates
- Saving a Project as a Template
- Using a Custom Project Template
- Specifying the Personal Templates Folder
- Using the Personal Template Folder
- Modifying a Template
- Understanding the Global Template
- Organising the Global Template
- Applying a Newly Organised Item
- Removing Items From the Global Template

Unit 8: 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

Unit 9: 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 10: 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 11: 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
- Importing Data From Excel

Unit 12: Microsoft Project VBA

- Understanding Project VBA
- Accessing the Developer Tab
- Recording a Macro
- Running a Macro
- Editing a Macro
- Running an Edited Macro
- Localising a Macro
- Running a Localised Macro

Unit 13: Custom Fields

- Understanding Custom Fields
- Creating Custom Fields
- Inserting Custom Fields
- Creating a Formula in a Custom Field
- Modifying a Formula
- Testing a Formula
- Understanding Graphical Indicator Custom Fields
- Creating Graphical Indicator Custom Fields
- Creating a Lookup Custom Field
- Creating an Outline Code Mask
- Entering Lookup Table Values
- Using a Lookup Table

Unit 14: WBS Codes

- Understanding WBS Codes
- Creating WBS Codes
- Altering Tasks With Custom WBS Codes
- Renumbering WBS Codes
- Editing Custom WBS Codes

Unit 15: Visual Reports

- Understanding Visual Reports
- Understanding Excel Visual Reports
- Creating a Visual Report From a Template
- Choosing Fields to Display in a Visual Report
- Changing the X Axis Categories
- Filtering a Visual Report
- Formatting a Visual Report
- Saving a Visual Report as a Template
- Using a Custom Visual Report Template

Unit 16: Custom Views

- Preparing for the Custom View
- Creating a Custom Filter for the View
- Creating a Custom Group for the View
- Creating a Custom Table for the View
- Creating the Custom View
- Removing a Custom View and Its Components

Unit 17: Working Collaboratively

- Understanding Collaboration Options
- Adding a Contact as a Resource
- Working With a Contact Resource
- Syncing Tasks With SharePoint
- Working With a Synced Task List

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