



Microsoft Project Advanced

Who should attend?

This course is suitable for anyone who has attended the Basic course or has a good knowledge of Project functions.

Course Aims & Objectives

The purpose of this course is to give delegates the confidence in using the advanced essential features of Project and to build on what was learnt in the Basic course.

By the end of this course delegates will be able to:

- Understand managing and tracking tasks and resources across multiple projects
- Create custom fields and views to tailor project to their needs
- Create consistent project schedules
- Import and Export Project Data

Course Outline

- Recap from MS Project Introduction
- Understanding Manual and Auto Scheduled Tasks
- Linking tasks and other task dependencies
- Viewing and understanding the critical path
- Baselines
 - Create a Baseline
 - Clear a Baseline
 - Using the Tracking Gantt
 - Using Multiple Baselines
- Track Progress
 - Update Tasks On and Not On Schedule
 - View Baseline vs. Actual Variance
 - Identifying Slipped/Over budget Tasks
- Customising Project Views and Templates
 - Modifying Tables
 - Creating Custom Fields
 - Modifying Gantt Chart bars
 - Creating a New View
 - Modifying the Working Calendar
 - Save a Project Template
- Importing and Exporting Project Data
 - Working with the Timeline
 - Export Gantt Chart Snapshot into Another Application
 - Export Project Data into Excel
 - Create and Save an Export Map
 - Import Data into Project
 - Create and Save an Import Map
- Working with Multiple Projects
 - Inserting subprojects

- Changing subproject options
- Using external predecessors and successors
- Displaying multiple projects in one window
- View Multiple Critical Paths
- Resource Pool Projects
- Create an External Resource Pool
- Link a Project to a Resource Pool
- Update a Resource Pool

Certification

Certificates of attendance will be awarded to delegates upon completion of the course.

Duration

1 day

Location

We can offer courses on company premises for a maximum of 8 delegates or upcoming open courses in your local area.