

Microsoft Project Advanced

2002 / 2003 / 2007

Duration: 2 days



Who Should Attend / Target Audience

This course has been developed for people wanting to utilise the advanced features of Project to manage Project data and produce a variety of advanced reports.

Prerequisites

Participants will need to have attended or have a good working knowledge of the topics covered in the Microsoft Project Introduction course.

Learning Outcomes

- Work with various views and create custom views
- Work with the various table and filter techniques
- Use, create and modify project templates
- Export data from Project to other applications
- Work with the predefined reports and create new custom reports
- Create web pages, work with multiple project files and create workspaces

Course Content

Version: 18/12/09

Project Views

Working with Views
Combination Views
Creating your Own Views
Creating a Combination View
Placing Views on the Menu
Sharing New Views with Other Projects

More Tables and Filters

Understanding Tables
Creating a New Table
Using a New Table
A Clayton's Table
Exploring Filters
Creating a Custom Filter

Templates

Examining Existing Templates
Creating a New Template
Using a Template
Modifying a Template
Changing a Global Template
Removing Items from a Global Template
Copying Items between Projects

Other Applications

Copying to Word
Copying to Excel
Linking to Excel
Exporting to Excel
Exporting to a PivotTable
Exporting to a Database
Appending More Information

Reporting Techniques

Inserting Page Breaks
Removing Page Breaks
Using Predefined Reports
Modifying a Predefined Report
Crosstabulation Reports
Dissecting a Crosstabulation
Creating Crosstabulation Report
Sharing Custom Reports

Project on the Web

Saving to HTML
Viewing a HTML File
Saving to a HTML Template
Copying a Picture
Saving to HTML with a Picture

Multiple Files

Working with Multiple Files
Creating a Workspace
Using A Workspace File
Hiding Files
Unhiding Files

Linked Projects

Combining Multiple Projects
Using a Combined Project
Changing Data in a Combined Project
Saving a Combined Project
Opening a Combined Project
Inserting Projects
Breaking Project Links
Read-only Sub-Project
Inserting Task Links

Shared Resources

Common Resource Pool
External Resource Pool
Assigning Resources Pool File
Working Shared Resources
Checking for Links
Managing Shared Resource
Resource Workspace

Downsizing A Project

Examining the Large Project
Creating Smaller Projects
Creating a Master Project
Aligning the Projects

Project In A Workgroup

Sharing your Projects
Sending a Project
Create a Routing Slip
Send with a Routing Slip
Receive a Routed Project
Receive Feedback

Project VBA

Using Existing Macros
Examining the Macro Code
Recording your own Macro
Using the Visual Basic Toolbar
Running your Macro
Changing your Macro
Sharing the Macro with other Projects

Next Level Course: n/a

Availability: In House Closed Group Public

MELBOURNE
SYDNEY
BRISBANE
TOWNSVILLE
CAIRNS

Phone 1300 793 951
Fax 1300 793 952

Web www.odysseytraining.com.au
Email info@odysseytraining.com.au