MICROSOFT PROJECT
ADVANCED

Use advanced features and analyse the data produced within your projects.

P | **1** DAY

Prerequisites

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

Expected outcomes

- Create calculated fields containing formulas or functions in Microsoft Project 2016.
- Create, use and customise templates.
- Export Microsoft Project 2016 data to other applications and Import data into Microsoft Project 2016 including linking to SharePoint.
- Earned value analysis.
- Create a shared resource pool, combine and link multiple projects and downsize a larger project.
- Record macros and edit macros using Visual Basic for Applications (VBA).

Custom field functions
- formulas
- graphic indicator fields

Modifying templates
- create a template from an existing project
- use a new template
- edit an existing template
- use organiser to edit templates

Integration with other applications
- copy and paste
- linking and embedding
- export to Excel
- export map wizard
- import Excel data into Project
- copy picture of Gantt chart
- integration with SharePoint
- export report data

Earned value analysis
- understand earned value
- interpret earned value
- view earned value data

Work breakdown structure (WBS)
- customise the WBS

Multiple files
- open multiple files
- hide and unhide files
- compare projects

Project linking
- master and sub-projects
- remove a sub-project
- insert and break task links between projects
- combine projects

Shared resource pool
- create and share a resource pool
- assign resources from a resource pool
- levelling shared resources
- check pool links
- manage shared resource files
- downsizing a large project

VBA and macros
- macro security
- record and play macros
- assign macros to quick access toolbar and ribbon
- fix mistakes

Visual Basic for Applications (VBA)
- the VBA editor
- edit a VBA sub-routine

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Who should attend

This course has been developed for people wanting to utilise the advanced features of Project to manage complex projects.

Practical, relevant training developed for the Australian workplace.

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