

# MICROSOFT PROJECT INTERMEDIATE

Go beyond the basics and get more out of Project through customisation and a in-depth overview of the features.



## Prerequisites

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

## Expected outcomes

- Customise Microsoft Project by creating custom fields, filters and views.
- Use advanced features to manage tasks and create a timeline.
- Use advanced features to manage resources and costs.
- Track the progress of a project including creating multiple baselines.
- Create customised reports and analyse data using Microsoft Excel.

## Revision of core scheduling basics

### Customising Project

- customising the Project interface
- customise Quick Access Toolbar
- customising tables
- customising fields
- drop down fields
- create a graphic indicator field
- calculated fields
- create and apply filters
- highlight filters
- creating custom filters
- grouping
- customising views
- format the Gantt chart – bar styles
- manually format Gantt chart bars
- saving to Microsoft Excel via Export Map
- create a new Export map

## Templates

- creating Project templates
- create a template from an existing project
- copy elements to a template using Organiser

## Handling tasks – beyond the basics

- manual vs automatic scheduling
- using manual scheduling
- inactivating tasks (Project Professional only)
- recurring tasks
- adjusting calendars for individual tasks

## Resourcing – beyond the basics

- resourcing review
- create a resource calendar
- amending one resource's calendar
- assigning part-time work
- resourcing materials
- assigning a cost resource

- advanced resource levelling
- multiple cost rates for a resource
- viewing cost breakdowns
- level all resources

## Advanced tracking

- create a baseline
- view the baseline – tracking Gantt
- viewing multiple baselines
- tracking changes
- progress lines
- tracking progress in usage views
- tracking materials

## Advanced reporting

- timeline view
- modifying predefined reports (2010)
- modify and create reports in Project (2013/2016)
- Visual Reports and Pivot Tables

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 more advanced features of Microsoft Project to manage tasks and resources, as well as track and report on projects.