Microsoft Project Advanced - Course Outline & Schedule

This 2-day class is a hands-on Advanced class of Microsoft Project and is designed to provide users of MS Project with the understanding of more advanced functions of MS Project – Reporting, Creating S Curves and combining with Excel data.

Course Objectives
This course aims to show delegates how to become power users of MS Project. It assumes that delegates have an understanding a familiarity with Project but do not use currently use all of its functionality and shows them how to make best use of that additional functionality. This course will also equip delegates with the skills necessary to create and output custom views and reports which are not necessarily available as part of the standard MS Project tool set.

Target Audience
This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. Participants enrolling in this training should have basic knowledge of Windows operating system.

Prerequisite
This course assumes that you have attended our Introduction/Intermediate level Microsoft Project training course or you have a good understanding of Microsoft Project. It also assumes that you have an understanding of project management techniques and can create/manage a project.

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DAY 1

Time	Subjects
9.00 -10.00 am	**Module 1: 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
10.00 -1.00 pm	**Module 2: Reporting (Part 1)** **Understanding Graphical Reports** • How Graphical Reports Work **Module 3: Visual Reporting and S Curves (Part 1)** • Generating S-Curves
1.00 -2.00 pm	Lunch
2.00 -4.30 pm	**Module 4: 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
4.30 . 5.00 pm	**Module 5: Understanding WBS Codes** • Creating WBS Codes • Altering Tasks with Custom WBS Codes • Renumbering WBS Codes • Editing Custom WBS Codes

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Day 2

Time	Subject
9.00 —10.00 am	**Module 6:** • Setup a Project • Setup Project Calendar • Entering Tasks, Duration, Dependencies • Adding Resources • Baseline Analysis
10.00 — 12.00 pm	**Module 7: 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
12.00 – 1.00 pm	**Module 8: 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
1.00 — 2.00 pm	**Lunch**
2.00 —.30 pm	**Module 9: Tables** **Adding Custom Fields** • Formatting Table Fields • Creating A Lookup Table • Using A Custom Table • Using A Hyperlink Field **Module 10: 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

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3.30 —5.00 pm	**Module 11: Reporting (Part 2)** **Understanding Graphical Reports** • Running A Report • Formatting Chart Objects • Manipulating Report Data • Filtering Report Data • Cloning An Existing Report • Creating A New Report • Enhancing Report Appearance • Removing Unwanted Reports **Module 12: Visual Reporting and S Curves (Part 2)** • 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

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