



Microsoft® Project Intermediate/Advanced One Day

Course Outline

Who Is This Course Suitable For? This course is suitable for anyone requiring an introduction to tracking the progress of projects, or anyone who wants to find out what Project can do to help with the tracking of a project

Prerequisites Ideally, delegates should have attended the one day introduction to Planning a Project course, or have a working knowledge of planning with Project.

Benefits This course is about tracking the progress of projects and further manipulating project plans. It is possible to manipulate the table views of tasks and resources, create and use a resource pool, create and manage sub-projects, update project tasks and information, analyse changes and print reports.

Course Outline

Tables

Viewing Additional Fields
Hiding Columns

Customisation

Customised Tables
Customised Filters
Customised Reports
Customised views Interim Plans
Summary Information
Options
Create and Modify Toolbars

Multiple Project

Multiple Project Consolidation
Defining Activities
Displaying Activity Data
Modifying Activity Data

Resource Pools & Multiple Projects

Defining Resource Pools
Project Resources
Displaying Resource Data
Import and Export
Save Web Page
Macros
Overtime & combination views
Cost rates
Task Calculations
Customised Fields
Drawing Tools
Templates

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack, or to book courses, please telephone:

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or visit our website: www.ComputerCourses.co.uk