Microsoft Project (Advanced)

97/XP/2000/2002/2003/2007

Course Details:

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses

ENVISAGE TRAINING

Tel: (07) 3325 3267
Fax: (07) 3264 4488
Post: PO Box 731
      Albany Creek QLD 4053

Email: info@envisagetraining.com.au
Web: www.envisagetraining.com.au

Duration:

1 Full Day

Who should attend:

This course is intended for people who wish to learn how to schedule projects using Microsoft Project. It covers all of the essential information required to create a reasonably complex project schedule. This course is intended for people who need to know how to manage projects using Microsoft Project.

Course Pre-requisites:

This course is designed for participants with a basic knowledge of Microsoft Project. An understanding of essential Windows concepts, especially file management, is desirable.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- ➢ Project Management with Microsoft Project

Topics Covered:

Project on the Web

1. Overview of Project on the Web
2. Saving To HTML
3. Viewing an HTML File
4. Saving To an HTML Template
5. Copying a Picture
6. Saving To HTML with A Picture
7. Project on the Web Quick Reference

Downsizing a Project

1. Downsizing Overview
2. Examining the Large Project
3. Creating Smaller Projects
4. Creating a Master Project
5. Aligning the Projects
6. Downsizing a Project Quick Reference

Linked Projects

1. Linked Projects Overview
2. Combining Multiple Projects
3. Using a Combined Project
4. Changing Data in a Combined Project
5. Saving a Combined Project
6. Opening a Combined Project
7. Inserting Projects
8. Breaking Project Links
9. Creating a Read-Only Sub-Project
10. Inserting Task Links
11. Linked Projects Quick Reference

Project in a Workgroup

1. Sharing Your Projects
2. Sending a Project
3. Creating a Routing Slip
4. Sending With a Routing Slip
5. Receiving a Routed Project
6. Receiving Feedback
7. Project in a Workgroup Quick Reference

Other Applications

1. Exporting Overview
2. Copying To Microsoft Word
3. Copying To Microsoft Excel
4. Linking To Microsoft Excel
5. Exporting To Microsoft Excel
6. Exporting To a Microsoft Excel Pivot Table
7. Exporting To Microsoft Access
8. Appending More Information
9. Other Applications Quick Reference

Multiple Files

1. Multiple Files Overview
2. Working with Multiple Files
3. Creating a Workspace
4. Using a Workspace File
5. Hiding Files
6. Unhiding Files
7. Multiple Files Quick Reference

Project VBA

1. Project VBA Overview
2. Using Existing Macros
3. Examining the Macro Code
4. Recording Your Own Macro
5. Using the Visual Basic Toolbar
6. Running Your Macro
7. Changing Your Macro
8. Sharing the Macro with Other Projects
9. Project VBA Quick Reference.

Shared Resources

1. Shared Resources Overview
2. Creating a Common Resource Pool
3. Linking To an External Resource Pool
4. Assigning Resources from a Pool File
5. Working with Shared Resources
6. Checking For Links
7. Managing Shared Resource Files
8. Creating a Resource Workspace
9. Shared Resources Quick Reference