



# Project Advanced

## Target Audience

The course provides a refresher of the introductory course topics and further explores Project's capabilities. You will learn how to work with multiple projects, use a resource pool and how to customise the project environment

## The Content

### Review of Introductory Features

- \* Project calendar and defaults
- \* Relationships
- \* Critical path

### Subprojects and Multiple Projects

- \* Setting up a master project containing sub-projects
- \* Consolidation techniques

### Resource Pools

- \* Setting up a resource pool
- \* Sharing resources between projects

### Working with Templates

- \* Creating templates
- \* Using the Organiser to share project items

### Customising the Microsoft Project Environment

- \* Creating tables
- \* Modifying tables
- \* Creating custom fields
- \* Custom filters
- \* Working with views
- \* Customising reports
- \* Changing global settings

### Customising Reports

### Sharing Information

- \* Visual Reports
- \* Exchanging information with Excel
- \* Working with import/export maps
- \* Saving a project as a PDF

### Workshop Session

## Delegate Pre-Requisites

This course is designed for delegates who have previously attended a Microsoft Project Introduction Course or have experience of using Project

## Course Duration

This is a One Day Course

## Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

A laptop computer is provided for each delegate attending on this packed programme to try out the tips and techniques demonstrated

All delegates will receive Training Courseware to refer to during the course, together with a Course Attendance Certificate

## Schedule Courses

Off-site scheduled courses are available at a location near you - this course is available on our current programme - call our team for more details

## Corporate Courses

On-site Corporate courses are available - you provide the Conference Room ... we bring everything else!

## Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max

Our team will be happy to give you the options and pricing



**Call our team 01527 836840**

