

Microsoft Project

Level 2

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

10.5 hours over 3 x half days

Cost

\$550 GST Exempt
Includes training manual

Prerequisite

Experience with Microsoft Windows and use of a mouse. Have knowledge of, or completed Project Level 1

Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use Project.

Methodology

Group and individual instruction, hands on practical exercises, visual aids, comprehensive course documentation.

Certificate of Attendance

This will be issued to students upon completion of training.

Expected Outcome

By the end of the course the participant should be able to use the following functions and features of Project.

CONTENT

Project Views

- Working with Views
- Combination Views
- Creating Your Own Views
- Creating a Combination View
- Placing Views on the Menu
- Sharing New Views with Other Projects

More Tables and Filters

- Overview of Tables and Filters
- Understanding Tables
- Creating a New Table
- Using the New Table
- A Clayton's Table
- Exploring Filters
- Creating a Custom Filter

Templates

- Templates Overview
- Examining Existing Templates
- Creating a New Template
- Using a Template
- Modifying a Template
- Changing the Global Template
- Removing Items from the Global Template
- Copying Items between Projects

Other Applications

- Exporting Overview
- Copying to Microsoft Word
- Copying to Microsoft Excel
- Linking to Microsoft Excel
- Exporting to Microsoft Excel
- Exporting to a Microsoft Excel Pivot Table
- Exporting to Microsoft Access
- Appending More Information

Reporting Techniques

- Reporting Techniques Overview
- Inserting Page Breaks
- Removing Page Breaks
- Using Predefined Reports
- Modifying a Predefined Report
- Cross tabulation Reports
- Dissecting a Cross tabulation
- Creating a Cross tabulation Report
- Sharing Custom Reports

Project on the Web

- Overview of Project on the Web
- Saving to HTML
- Viewing an HTML File
- Saving to an HTML Template
- Copying a Picture
- Saving to HTML with a Picture

Multiple Files

- Multiple Files Overview
- Working with Multiple Files
- Creating a Workspace
- Using a Workspace File
- Hiding Files
- Unhide Files

Linked Projects

- Linked Projects Overview
- Combining Multiple Projects
- Using a Combined Project
- Changing Data in a Combined Project
- Saving a Combined Project
- Opening a Combined Project
- Inserting Projects
- Breaking Project Links
- Creating a Read-Only Sub-Project
- Inserting Task Links

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For bookings contact:

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CONTENT (continued)

Shared Resources

- Shared Resources Overview
- Creating a Common Resource Pool
- Linking to an External Resource Pool
- Assigning Resources from a Pool File
- Working with Shared Resources
- Checking for Links
- Managing Shared Resource Files
- Creating a Resource Workspace

Downsizing a Project

- Downsizing Overview
- Examining the Large Project
- Creating Smaller Projects
- Creating a Master Project
- Aligning the Projects

Project in a Workgroup

- Sharing Your Projects
- Sending a Project
- Creating a Routing Slip
- Sending with a Routing Slip
- Receiving a Routed Project
- Receiving Feedback

Project VBA

- Project VBA Overview
- Using Existing Macros
- Examining the Macro Code
- Recording Your Own Macro
- Using the Visual Basic Toolbar
- Running Your Macro
- Changing Your Macro
- Sharing the Macro with other Projects

COURSE OUTLINE

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