

# Microsoft Project

## Level 2

Darwin

**Human Resource &  
Computer Academy**

*training for your future*

### GENERAL INFORMATION

#### Duration

3 half days

#### Cost

\$495 GST- Exempt  
Includes \$45 training manual

#### Prerequisite

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

#### 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.

#### Competency Assessment

This will be issued to trainees upon completion of training session.

#### Expected Outcome

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

For bookings contact:

**Tel: (08) 8941 2344**  
**Training@dhrca.com**  
**www.dhrca.com**  
**RTO # 6893**

### 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
- Crosstabulation Reports
- Dissecting a Crosstabulation
- Creating a Crosstabulation 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
- Unhiding 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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### 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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