



COURSE DESCRIPTION

This 1-day, instructor-led course covers more advanced features of Microsoft Project. This course is perfect for existing users who want to take their knowledge of MS Project up to an Expert level. Students should have already completed the Project Level 1 course or have the equivalent experience before attempting this course.

Live face-to-face instructor - still the best way to learn!

LEARNING OBJECTIVES

- Work with the Quick Access Toolbar and advanced calendar topics
- Add task notes; set task deadlines and priorities; and group, sort, filter, highlight, and add fixed costs to tasks
- Group, sort, filter, and highlight resources; set resource working-time exceptions and pool resources for sharing; and create resource budget cost items
- Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve resource conflicts and scheduling issues
- Use the Task Form, Task Details Form, and Task Name Form; use the Resource Form and Resource Name Form; and understand the Relationship Diagram and compound views
- Consolidate projects using Master projects and Subprojects; and work with Project Server, Project Online, and SharePoint
- Use Project data in other applications, and create final reports

DETAILED COURSE OUTLINE

THE QUICK ACCESS TOOLBAR AND ADVANCED CALENDAR TOPICS

- Configuring the Quick Access Toolbar
- About advanced calendars
- 24-hour calendars
- Creating a global template from a custom calendar
- Assigning a task calendar

WORKING WITH TASKS

- Adding notes to tasks
- Setting a task deadline
- Setting task priority
- Grouping tasks
- Sorting tasks
- Filtering tasks
- Highlighting tasks
- Adding a fixed cost to a task

MANAGING THE PROJECT SCHEDULE

- Multiple baselines and interim plans
- Setting multiple baselines
- Setting and using a status date
- Resolving resource conflicts and scheduling issues
- About resource leveling
- Using the Tracking Gantt View
- Leveling resources to resolve conflicts and scheduling issues
- Delaying a task

WORKING WITH RESOURCES

- Grouping resources
- Sorting resources
- Filtering resources
- Highlighting resources
- Resource working time and resource pools
- About resource non-working time
- Setting working time for specific resources
- Resource pools for sharing resources
- Creating a resource pool
- Sharing a resource pool
- About resource budget costs
- Step 1: Creating a Budget Cost Resource
- Step 2: Creating a Budget Work Resource
- Step 3: Creating a Budget Material Resource
- Displaying Budget Cost Resources
- Setting up Task Usage view
- Assigning a budget resource to the Project Summary Task

OTHER VIEWS AND SHORTCUTS

- About task forms
- Using task forms
- About resource forms
- Using resource forms
- Compound views and the Relationship Diagram
- Keyboard shortcuts
- Implementing the Relationship Diagram in a compound view

WORKING WITH MULTIPLE PROJECTS AND PROJECT INTEGRATIONS

- Views and dashboards
- About reports
- Printing Tracking Gantt view
- About dashboard reports
- Creating and printing a dashboard report
- Other reports
- Creating and printing a Resource report
- Creating and printing a Costs report
- Creating and printing an In Progress report

WORKING WITH PROJECT DATA AND CLOSING OUT A PROJECT

- Working with Project data
- Capturing and using Project data in Word and PowerPoint
- Capturing and using Project data in Word and PowerPoint
- Annotating a project schedule view
- Copying the timeline to a PowerPoint presentation
- Closing out a project
- Final reports
- Creating a cost overruns report with headers and footers
- Saving a project as a template and using it to create a new project