



Project 2016[©] Advanced



caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

This one-day course aims to take the learner to more advanced levels of Microsoft Project. It covers a diverse range of topics including working simultaneously on multiple projects, sharing resources between several projects, downsizing very large projects, using templates, and automating operations with VBA.

LEARNING OUTCOMES

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2016 to use the more advanced features of Project 2016

Microsoft Project Reports

- Understanding Project Reports
- How Reports Work
- Running A Report
- Formatting Chart Objects
- Manipulating Report Data
- Filtering Report Data
- Cloning An Existing Report
- Creating A New Report
- Enhancing Report Appearance
- Making Reports Global
- Removing Unwanted Reports

Project Templates

- Understanding Project Templates
- Examining The Templates
- Saving A Project As A Template
- Using A Custom Project Template
- Specifying The Personal Templates Folder
- Using The Personal Template Folder
- Modifying A Template
- Understanding The Global Template
- Organising The Global Template
- Applying A Newly Organised Item
- Removing Items From The Global Template

Microsoft Project Files

- Opening A Project 2007 File
- Moving A Project's Start Date

- Working With Multiple Files
- Hiding Open Files

Linking and Combining Projects

- Understanding Linked Projects
- Combining Projects
- Viewing A Combined Project
- Printing From A Combined Project
- Setting A Combined Project Start Date
- Changing Data In A Combined Project
- Saving And Closing A Combined Project
- Using Only The Combined Project File
- Using Only Subproject Files
- Inserting Subprojects
- Breaking Subproject Links
- Creating A Read Only Subproject
- Inserting Task Lines
- Creating A Summary Milestone

Shared Resources

- Understanding Resource Sharing
- Creating A Common Resource Pool
- Linking To An External Pool
- Linking A New Project File To The Pool
- Assigning Resources From The Pool
- Working With Shared Resources
- Checking For Resource Links
- Managing Shared Resources
- Opening Shared Resource Projects
- Opening The Resource Pool Only
- Assembling A Resource Master
- Working With A Resource Master

Downsizing Larger Projects

- Understanding Project Downsizing
- Creating The Resource File
- Creating Smaller Projects
- Linking Subprojects To Resources
- Preparing For The Master Project
- Creating The Downsized Master File
- Setting Project Links
- Finalising The Master

Other Applications

- Understanding Working With Applications
- Copying A Gantt Chart Image
- Copying Table Data
- Copying To Microsoft Excel
- Linking To Microsoft Excel
- Exporting To Microsoft Excel
- Exporting To Excel Using A Map
- Using Visual Reports

Microsoft Project VBA

- Understanding Microsoft Project VBA
- Accessing The Developer Tab
- Recording A Macro
- Running A Macro
- Editing A Macro
- Running An Edited Macro
- Localising A Macro
- Running A Localised Macros

Duration: 1 day

Class size: 10 max

Times: 9am to 4pm