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Microsoft Project Advanced

Duration: 2 Days

Overview:

Aspect Training's Microsoft Project Advanced course is suitable for those with a sound working knowledge of Project and wish to progress to the most complicated functions and features.

Aspect Training's Microsoft Project Advanced course will give you a complete understanding of the higher functions of Project. You will be able to perform the most advanced functions of managing a project and operate multiple projects. Your Project expertise will enable you to customise your layouts and take your macro skills on to new levels of sophistication while your ability to create and use templates will speed up your future Project process.

Prerequisites:

Attendance of our Microsoft Project Introduction/Intermediate course or equivalent.

Continued over....



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Course Topics:

Custom Filters and Groups

Creating custom filters
Filtering using calculations
Creating custom groups

Custom Calculated Fields

Creating custom fields
Calculated custom fields
Using custom indicators

Custom Tables and Views

Creating a table
Creating a view

Forms

Creating a form
Add a form icon to a toolbar
Creating a report

Budgeting Resources

Creating and tracking resource budgets

Visual reporting

Using, modifying and creating visual reports

PERT Analysis

Using PERT to estimate task durations

Analyse Project Data using Excel

Creating custom export maps
Creating PivotTables from project data

Macro Features

Recording a macro
Running a macro
Assigning macros to toolbars

Project Templates

Creating a template
Editing a template
Using templates
How to use the organiser