

Microsoft Project 2010 Level 3; Advanced

Duration:	One Day
Course Objectives:	This course builds on day-to-day project management using MS Project, covering the advanced features of the application, including emphasis on customising of the application itself.
Who should Attend:	Delegates should ideally have attended the Intermediate course but in any case should have a good working knowledge of Microsoft Project.
Prerequisite Knowledge:	High level users of MS Project, potentially Project Managers, who have a leading role in using this application as the main tool for tracking projects and who wish to customise MS Project.

COURSE CONTENTS:

1: Managing the Project

- Management Criteria
- Managing Time
- Examine an Existing Project
- Managing Resources

4: Customising MS Project

- Customisation
- Custom Reports
- Custom Tables
- Adding Columns to Tables
- Custom Filters
- Custom Filter Values
- Exercise: Create an Interactive Filter
- Customising the Ribbon

2: Special Features and Advanced Analysis

- Use the Course Development project.
- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing into Project
- 'Grouping'
- Recurring Tasks

5: Macros Overview

- Macros
- Creating VBA Code
- The VB Editor
- Working with Modules
- Editing Macros

3: Templates, Wizards and Macros.

- Templates
- Use a Sample Template
- Global Template