

Microsoft® Office Project® 2010: Advanced



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Course Duration:

1 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.

Prerequisites:

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 Content

Lesson 1: Managing the Project

- Topic A: Management Criteria
- Topic B: Managing Time
- Topic C: Examine an Existing Project
- Topic D: Managing Resources

Lesson 2: Special Features and Advanced Analysis

- Topic A: Use the Course Development project.
- Topic B: Modifying the Display (Shortcuts)
- Topic C: Task Usage and Resource Usage views
- Topic D: Charting Data
- Topic E: Importing into Project
- Topic F: 'Grouping'
- Topic G: Recurring Tasks

Lesson 3: Templates, Wizards and Macros.

- Topic A: Templates
- Topic B: Use a Sample Template
- Topic C: Global Template

Lesson 4: Customising MS Project

- Topic A: Customisation
- Topic B: Custom Reports
- Topic C: Custom Tables
- Topic D: Adding Columns to Tables
- Topic E: Custom Filters
- Topic F: Custom Filter Values
- Topic G: Exercise: Create an Interactive Filter
- Topic H: Customising the Ribbon

Lesson 5: Macros Overview

- Topic A: Macros
- Topic B: Creating VBA Code
- Topic C: The VB Editor
- Topic D: Working with Modules
- Topic E: Editing Macros

For more information, or to book your course, please call Sense IT on 0870 4296445
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