



Computer Consultants Corporation

Microsoft Project

Advanced

Length of course: 2 class days (12 hours)

Prerequisites: Completion of an introductory class in Project or equivalent experience.

Learning Objectives: Building on the introductory class, this course explores the tools and features of Project in greater depth, providing the participant with the skills and techniques needed for successfully tracking and managing large and complex projects.

Managing Projects

- Project Templates
- Scheduling from Project End Date
- Workgroup Features
- Project Options

Managing Resources

- 24 Hour Calendar and Elapsed Time
- Overtime
- Contouring
- Leveling Resources

Managing the Schedule

- Customizing WBS Codes
- Splitting Tasks
- Task Constraints
- Multiple Critical Paths

Advanced Project Monitoring

- Tracking Strategies
- Monitoring Tools
- Saving Interim Plans
- Progress Lines

Customizing Project

- Advanced Custom Reports
- Advanced Filtering and Grouping
- Advanced Custom Views
- Using the Organizer

Multiple Projects

- Consolidating Projects
- Cross Linking Tasks Between Resource Pools
- Saving a Workspace

Web Features

- Using Hyperlinks
- Saving a Project as a Web Page
- Saving as a Picture

Importing and Exporting Data

- Import/Export Maps
- Excel Data (XLS)
- Text Files (CSV, TXT)
- Access (MDB) and Project (MPD)
- Linking Data to Source

Macros

- Recording and Running
- Assigning to a Button or Shortcut