



Microsoft Project 2010

Level 3

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:

Microsoft Project 2010 - Level 3 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

What You Will Learn:

At the completion of this course participants should be able to:

- use the predefined reports that have been built into Microsoft Project
- work with and create project templates
- work with and link multiple projects in Microsoft Project 2010
- create shared resources for use amongst multiple projects
- downsize large project files into more manageable entities
- export project data to other applications
- create VBA macros to automate operations in a project file

Course Content

The course covers:

Custom Fields

- Understanding Custom Fields

Predefined Reports

- Understanding Predefined Reports
- Using A Predefined Report
- Using Report Lists
- Modifying An Existing Report
- Crosstabulation Reports
- Dissecting A Crosstabulation Report
- Creating A Custom Crosstabulation
- Adjusting The Details Of A Custom Report
- Sharing Custom Reports

Templates

- Understanding Templates
- Navigating Through The Templates

- Saving A Project As A Template
- Using A Custom Template
- Creating A Template Shortcut
- Managing My Templates
- 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

- The Compatibility Conundrum
- Opening A Microsoft Project 2007 File
- Moving A Project
- Working With Multiple Files
- Finding The Workspace Command
- Creating A Workspace
- Using A Workspace
- Hiding Files That Are Open

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 Links
- Creating A Summary Milestone



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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 VBA In Microsoft Project
- Accessing The Developer Tab
- Recording A Macro
- Running A Macro
- Examining The Macro Code
- Making A Macro Global
- Adding A Macro To The QAT

What You Take Away:

At the completion of the course, you get to take away the extensive coursebook for future reference.

What You Need To Know:

Microsoft Project 2010 - Level 3 assumes a good understanding of creating projects, scheduling, and over allocation problem-solving. It is also necessary to have a general understanding of personal computers and the Windows operating system environment especially in regards to file management and file handling.

Measure of Success:

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

Certificate:

Upon successful completion of the workshop, you will be issued with an official course certificate

Which Course Next?:

This is the most advanced Project course

Dates & Times:

Please refer to separate workshop schedule.

Course Policies Warranty:

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course