



## Microsoft Project 2016

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 2016 - 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:

- create and work with several types of custom fields
- create and work with WBS Codes
- create a custom view with a custom filter, group and table
- run and modify standard graphical reports as well as create your own custom reports
- create and work with visual reports
- work with and create project templates
- work with and link multiple projects in Project
- create shared resources for use amongst multiple projects
- downsize large project files into more manageable entities
- export project data to other applications
- collaborate on projects with others using Skype for Business and SharePoint
- create VBA macros to automate operations in a project file

### Course Content

The course covers:

#### Custom Fields

- Understanding Custom Fields
- Creating Custom Fields
- Inserting Custom Fields
- Creating a Formula in a Custom Field
- Modifying a Formula
- Testing a Formula
- Understanding Graphical Indicator
- Custom Fields

- Creating Graphical Indicator Custom Fields
- Creating a Lookup Custom Field
- Creating an Outline Code Mask
- Entering Lookup Table Values
- Using a Lookup Table

#### WBS Codes

- Understanding WBS Codes
- Creating WBS Codes
- Altering Tasks With Custom WBS Codes
- Codes
- Renumbering WBS Codes
- Editing Custom WBS Codes

#### Custom Views

- Preparing for the Custom View
- Creating a Custom Filter for the View
- Creating a Custom Group for the View
- Creating a Custom Table for the View
- Creating the Custom View
- Removing a Custom View and Its Components



## Microsoft Project 2016

Level 3

One Day Workshop

### Graphical Reports

- Understanding Graphical Reports
- How Graphical Reports Work
- Running a Report
- Formatting Chart Objects
- Manipulating Report Data
- Filtering Report Data
- Cloning an Existing Report
- Creating a New Report
- Enhancing Report Appearance
- Making Reports Global
- Removing Unwanted Reports

### Visual Reports

- Understanding Visual Reports
- Understanding Excel Visual Reports
- Creating a Visual Report From a Template
- Choosing Fields to Display in a Visual Report
- Changing the X Axis Categories
- Filtering a Visual Report
- Formatting a Visual Report
- Saving a Visual Report as a Template
- Using a Custom Visual Report Template

### Project Templates

- Understanding Project Templates
- Examining the Templates
- Saving a Project as a Template
- Using a Custom Project Template
- Specifying the Personal Templates Folder
- Using the Personal Template Folder
- Modifying a Template
- Understanding the Global Template
- Organising the Global Template
- Applying a Newly Organised Item

- Removing Items from the Global Template

### 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

### 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
- Importing Data From Excel

### Working Collaboratively

- Understanding Collaboration Options
- Adding a Contact as a Resource
- Working With a Contact Resource
- Syncing Tasks With SharePoint
- Working With a Synced Task List

### Microsoft Project VBA

- Understanding Project VBA
- Accessing the Developer Tab
- Recording a Macro
- Running a Macro
- Editing a Macro
- Running an Edited Macro
- Localising a Macro
- Running a Localised Macro



## Microsoft Project 2016

Level 3

One Day Workshop

**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 2016 - 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