

Microsoft Project 2010/2013 Advanced



PREREQUISITES

A working knowledge of MS Project 2010/2013 or our Introduction to MS Project course will allow sufficient knowledge to attend our Advanced MS Project course.

BENEFITS

This is an in-depth training course that's designed to help students get the most out of Microsoft Project. Upon completion of the course delegates will have a good understanding of some of the more advanced features of the product.

COURSE OUTLINE

Project Views

- Working With Views
- Combination Views
- Creating Your Own Views
- Creating A Combination View
- Placing Views On The Menu
- Sharing New Views With Other Projects

More Tables And Filters

- Overview Of Tables And Filters
- Understanding Tables
- Creating A New Table
- Using The New Table
- A Clayton's Table
- Exploring Filters
- Creating A Custom Filter

Templates

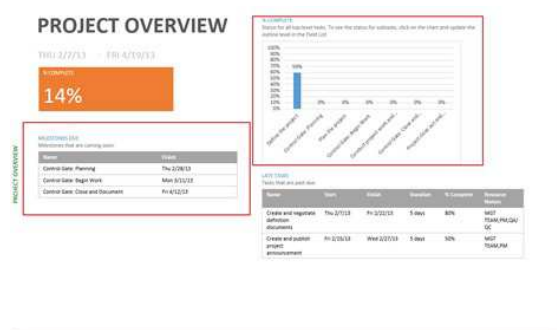
- Templates Overview
- Examining Existing Templates
- Creating A New Template
- Using A Template
- Modifying A Template
- Changing The Global Template
- Removing Items From The Global Template
- Copying Items Between Projects

Other Applications

- Exporting Overview
- Copying To Microsoft Word
- Copying To Microsoft Excel
- Linking To Microsoft Excel
- Exporting To Microsoft Excel
- Exporting To A Microsoft Excel Pivot Table
- Exporting To Microsoft Access
- Appending More Information

Reporting Techniques

- Reporting Techniques Overview
- Inserting Page Breaks
- Removing Page Breaks
- Using Pre defined Reports
- Modifying A Predefined Report
- Crosstabulation Reports
- Dissecting A Crosstabulation
- Creating A Crosstabulation Report
- Sharing Custom Reports



Microsoft Project 2010/2013 Advanced

COURSE CONTENT (Contd.)



Multiple Files

- Multiple Files Overview
- Working With Multiple Files
- Creating A Workspace
- Using A Workspace File
- Hiding Files
- Unhiding Files
- Multiple Files Quick Reference
- Linked Projects
- Linked Projects Overview
- Combining Multiple Projects
- Using A Combined Project
- Changing Data In A Combined Project
- Saving A Combined Project
- Opening A Combined Project
- Projects
- Breaking Project Links
- Creating A Read-Only Sub-Project
- Inserting Task Links

Shared Resources

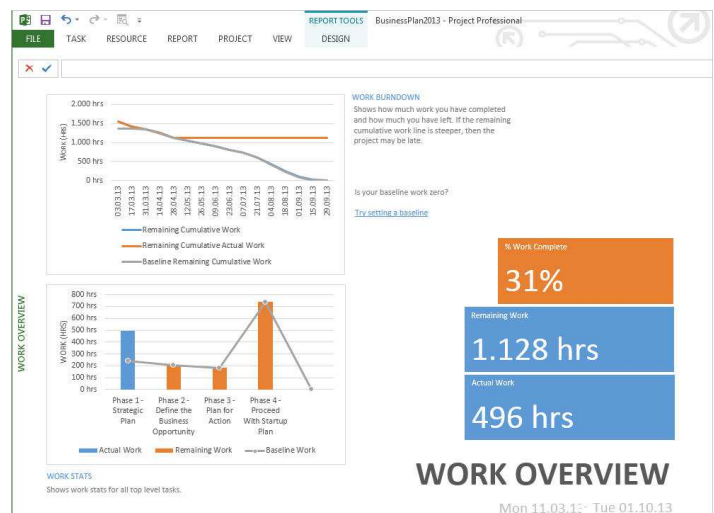
- Shared Resources Overview
- Creating A Common Resource Pool
- Linking To An External Resource Pool
- Assigning Resources From A Pool File
- Working With Shared Resources
- Checking For Links
- Managing Shared Resource Files
- Creating A Resource Workspace

Down Sizing a Project

- Downsizing Overview
- Examining The Large Project
- Creating Smaller Projects
- Creating A Master Project
- Aligning The Projects

Project In A Workgroup

- Sharing Your Projects
- Sending A Project
- Creating A Routing Slip
- Sending With A Routing Slip
- Receiving A Routed Project
- Receiving Feedback



Microsoft Project 2010/2013 Introduction



PREREQUISITES

No previous experience of MS Project is required.

BENEFITS

You Will Learn How To

- Leverage Microsoft Project 2010/2013 to plan and manage project schedules and resources
- Build and optimise your project plan through best practice principles
- Create, modify and organise calendars in order to control the project schedule
- Track progress, update plans and monitor variances between target and actual project deliveries
- Assign resources to tasks and troubleshoot overallocation conflicts

COURSE CONTENT

Microsoft Project Basics

- The Microsoft Project Screen
- How Microsoft Project 2013 Works
- Using The Ribbon
- Understanding The Backstage View
- The Project Work Area
- Working With Views & Split Screens
- Understanding Sheet Views
- Working With Tables
- Working The Gantt Chart View
- Working With The QAT

Creating Tasks

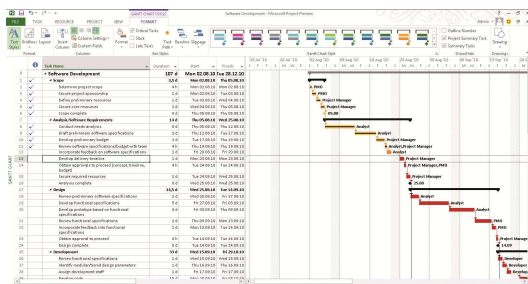
- Understanding Tasks
- Understanding Scheduling Icons
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks
- Working In A Sheet View
- Working With Summary Tasks
- Working With Task Views
- Examining Task Information
- Understanding Task Durations
- Entering Task Durations
- Checking Progress
- Entering Milestones

Creating a New Project

- Creating A New Project File
- Understanding The Calendar Options
- Changing The Calendar Options
- Working With Calendars
- Modifying The Standard Calendar
- Entering Public Holidays
- Creating A New Calendar
- Setting Up Project Information
- Entering File Properties

Scheduling

- Understanding Task Dependencies
- Creating Dependencies Automatically
- Creating Dependencies In Task Entry
- Creating Dependencies In Task Information
- Creating Dependencies In A Sheet View
- Fine Tuning A Schedule Using Dependencies
- Auto Scheduling Tasks
- Critical Path And Project Slack
- Viewing The Critical Path
- Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time



Microsoft Project 2010/2013 Introduction



COURSE CONTENT (Contd.)

Resourcing a Project

- Understanding Resources
- Entering Work & Material Resources
- Entering Cost Resources
- Assigning Calendars To Resources
- Understanding & Adjusting Resource Availability
- Changing Unit Display

Resourcing Concepts

- Resource Assignment Calculations
- Task Types And Work Effort
- Creating A Simple Assignment
- Working With Fixed Unit & Fixed Duration Tasks
- Making Multiple Assignments
- Adding Additional Resources
- Adding More Of The Same Resource
- More Resources In Multiple Assignments
- Understanding Effort Driven Scheduling
- Working With Non Effort Driven Tasks & With Effort Driven Tasks

Assigning Resources

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times For Multiple Assignments
- Problem Assignments
- Assigning Resources In Task Information
- Assigning Resources In A Sheet
- Assigning Resources You Don't Have

Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding To A Material Assignment
- Checking Work For Materials

Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs, Assigning Material Costs
- Using Another Cost Table
- Applying A Different Cost Table
- Changing Rates During A Project
- Assigning Cost Resources
- Viewing Project Costs

Constraints and Deadlines

- Understanding Constraints And Deadlines
- Reviewing Our Project
- Adding A Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating A Deadline

Project Tracking

- Creating A Baseline
- Updating The Project Actuals
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

Printing

- Printing A Gantt Chart
- Printing Sheet Views
- Printing Tasks For Resources
- Printing Resources For Task

