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
- 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
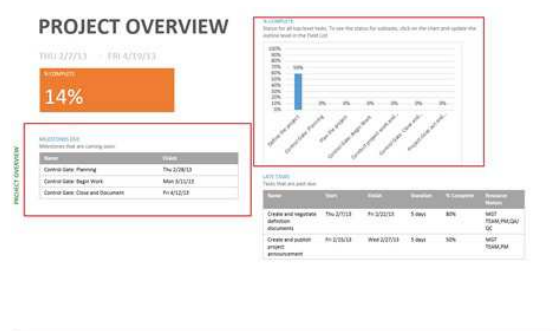
Other Applications

- Exporting Overview
- Copying To Microsoft Word
- Copying To Microsoft Excel
- Linking To Microsoft Excel
- Exporting To Microsoft Excel
- Exporting To Microsoft Access

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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