Course duration

- 2 days

Course Benefits

- Learn to manage time and resources.
- Learn to modify the display.
- Learn to chart data.
- Learn to use recurring tasks.
- Learn to use templates.
- Learn to customize Project reports, tables, filters, and the ribbon.
- Learn to use macros in Project.

Available Delivery Methods

Public Class
Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class
Private classes are delivered for groups at your offices or a location of your choice.

Course Outline

1. Managing the Project
   1. Management Criteria
   2. Managing Time
   3. Examine an Existing Project
   4. Managing Resources
2. Special Features and Advanced Analysis
   1. Use the Course Development Project
   2. Modifying the Display (Shortcuts)
   3. Task Usage and Resource Usage Views
   4. Charting Data
   5. Importing into Project
   6. "Grouping"
   7. Recurring Tasks
3. Templates

      1. Templates
      2. Using a Sample Template
      3. Global Template
  4. Customizing MS Project
      1. Customization
      2. Custom Reports
      3. Custom Tables
      4. Adding Columns to Tables
      5. Custom Filters
      6. Custom Filter Values
      7. Customizing the Ribbon
  5. Macros Overview Page
      1. Macros
      2. Creating VBA Code
      3. The VB Editor
      4. Working with Modules
      5. Editing Macros

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this Microsoft Project class:

- Advanced-level experience in Microsoft Project

Prerequisite Courses

Courses that can help you meet these prerequisites:

- Introduction to Microsoft Project: Getting Started
- Microsoft Project: Digging Deeper