

Microsoft Project 2016 Advanced Course 1 Day

OVERVIEW

This course is designed to give current users of Microsoft Project to a more in-depth understanding of the package. Delegates do need to have previous experience of Project Management.

WHO SHOULD ATTEND

This course is designed to give current users of Microsoft Project to a more in-depth understanding of the package. Delegates do not need to have previous experience of Project Management.

PREREQUISITE COMMENTS

Course attendees must be familiar with using Windows based products and had previous knowledge of Microsoft Project. This course is not designed for newcomers to computing.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

REVIEW OF SETTING UP AND MONITORING A PROJECT

- Project Calendar and Defaults
- Relationships
- Critical Path
- Assigning resources
- Setting a baseline
- Tracking the project

CUSTOMISING THE MICROSOFT PROJECT ENVIRONMENT

- Creating Tables
- Modifying Tables
- Custom Filters
- Custom Fields
- Customising Reports
- Working with Views
- Changing Global Settings

SHARING INFORMATION

- Visual Reports
- Exchanging information with Excel
- Working with import/export maps

MACROS

IF TIME: WORKSHOP SESSION

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