

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * work more productively with views in Microsoft Project
- * work with tables in Microsoft Project
- * work with some of the features that allow you to control your data
- * format projects to make them more appealing and relevant
- * print data from Gantt Charts in a variety of ways and presentations
- * use the predefined reports that have been built into Microsoft Project
- * work with and create project templates
- * work with and link multiple projects in Microsoft Project 2016
- * create shared resources for use amongst multiple projects
- * downsize large project files into more manageable entities
- * export project data to other applications
- * create VBA macros to automate operations in a project file

PREREQUISITES

It is recommended that participants have an existing knowledge of Project 2016 i.e. an ability to create a basic project, including entering tasks and resources, resolving resourcing conflicts and working with the different views available.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

PROJECT VIEWS

- * Understanding project views
- * Working with standard views
- * Creating split views
- * Creating and using a custom view
- * Creating a combination view
- * Customising the view menu
- * Saving an existing view
- * Deleting unwanted views
- * Keeping new views local

TABLES

- * Creating a new table
- * Adding and formatting table fields
- * Using a custom table
- * Using a hyperlink field

CONTROLLING PROJECT DATA

- * Understanding data tools
- * Using highlighting and filters
- * Creating a custom filter
- * Editing existing filters
- * Deleting an unwanted filter
- * Grouping tasks
- * Using auto filters

FORMATTING PROJECTS

- * Understanding the timescale
- * Changing time periods
- * Showing tiers
- * Modifying specific tiers
- * Formatting non-working time
- * Changing text styles
- * Working with gridlines
- * Displaying and working with progress lines
- * Changing the layout
- * Understanding Gantt chart bars
- * Changing Gantt chart styles
- * Changing bar text and styles
- * Formatting selected bars

GANTT CHART PRINTING

- * Performing a print preview
- * Setting page breaks
- * Printing specific dates and pages
- * Inserting headers and footers
- * Working with the legend
- * Getting the right report fit
- * Printing to Pdf

PREDEFINED REPORTS

- * Using a predefined report
- * Using report lists
- * Modifying an existing report
- * Cross tabulation reports
- * Dissecting a cross tabulation report
- * Creating a custom cross tabulation
- * Adjusting and sharing a custom report

TEMPLATES

- * Understanding templates
- * Saving a project as a template
- * Using a custom template
- * Creating a template shortcut
- * Managing and modifying templates
- * Understanding the global template

- * Organising the global template
- * Applying a newly organised item
- * Removing items from the global template

MICROSOFT PROJECT FILES

- * Opening a Microsoft project 2007 file
- * Moving a project
- * Working with multiple files
- * Creating and using a workspace
- * Hiding files that are open

LINKING AND COMBINING 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

- * 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

- * 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, linking and exporting to Microsoft Excel
- * Exporting to excel using a map
- * Using visual reports

MICROSOFT PROJECT VBA

- * Understanding VBA
- * Accessing the developer tab
- * Recording a macro
- * Running a macro
- * Examining the macro code
- * Making a macro global
- * Adding a macro to the QAT

