

## 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

