

## Microsoft Project Advanced Course Content (1 full day)

### Aimed at:

those who want to use advanced scheduling tools, perform analysis, create custom view and reports, as well as managing multiple projects and resource pools.

### Prerequisites:

- ✓ Good knowledge of Microsoft Project
- ✓ Good understanding of project scheduling concepts
- ✓ Alternatively, completion of Project Essentials training course

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### **Highlight Data**

- Highlight using a predefined filter
- Highlight tasks within a date range
- Highlight tasks by resource

### **Custom Filters**

- Create a custom filter
- Apply a custom filter
- Edit a custom filter

### **Organising Tasks**

- Group tasks
- Sort tasks
- AutoFilter tasks

### **WBS Codes**

- View WBS Codes
- Create WBS Codes
- Renumber WBS Codes
- Edit custom WBS codes

### **Format the Gantt Chart**

- Change text styles
- Add gridlines and progress lines
- Work with progress lines
- Format Gantt bars
- Add bar text

### **Custom Fields**

- Create custom fields
- Insert custom fields
- Create a formula field
- Modify a formula
- Create a graphical indicator field
- Create a lookup field

### **Custom Tables**

- Create a new table
- Add fields to a table
- Format a table field
- Use a custom table

### **Custom Views**

- Create a single custom view
- Create a combination custom view
- Save current view
- Use custom view

### **Visual Reports**

- Create an Excel visual report
- Create a Visio visual report
- Save a visual report as a template

## ***Built-in project reports***

- View dashboard reports
- View resource reports
- View cost reports
- View In Progress reports
- Task Boards

## ***Custom Reports***

- Create a custom report
- Report page layout
- Insert a table
- Insert a chart
- Save a custom report

## ***Working with the Organiser***

- View the organiser
- Copy customisations to other projects
- Delete customisation from the global template

## ***Project Templates***

- Save project as a template
- Use a custom project template
- Edit a template

## ***Combining Projects***

- Combine projects
- Change data in a combined project
- Save a combined project

## ***Subprojects***

- Insert subprojects
- Create a read-only subproject
- Insert task links

## ***Shared Resources***

- Create a common resource pool
- Link a project file to a pool
- Assign resources from the pool

## ***Downsizing Larger Projects***

- Split project into smaller projects
- Link subprojects to resource pool
- Create a master project