

## Project

### Project Level 1

Aimed at the project team member or anyone who needs to know the basics of good project plan design.

You will learn how to read, modify & print project plans & activity reports

### Project Level 2

Aimed at the self taught or anyone who is familiar with the essentials of project design & is interested in taking their knowledge to the next level.

Learn how to use the project views, tables & filters to create an effective communication strategy.

You will also learn how to put your project plan on the web, share resources & print great project reports.

## Microsoft Project 2003 - Module 2

# Masterminding your Project Skills with MS Project

### Course Description

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Project 2003 at a more advanced level.

### Pre-Requisites

This course is designed for participants with a good understanding of creating and working with projects using Microsoft Project.

### Outcomes

At the completion of this course, participants will be able to:

- work with the various views and create custom views
- work with the various table and filter techniques
- use, create and modify project templates
- export data from Project to other applications
- work with the predefined reports and create new custom reports
- create Web pages based on Project data
- work with multiple project files simultaneously and create workspaces
- work with linked projects
- work with shared resources where more than one project uses the same resource pool
- successfully break large project files down into more manageable chunks
- send and route project files to other members of a network workgroup
- create and use macros in Project.

### Course Details

Duration: 2 days

Starting time: 9am

Finishing time: 4.30pm

Lunch and refreshments are provided.

### Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



NATIONALLY RECOGNISED  
TRAINING  
RTO No. 21932



Learning Solutions

( 1300 86 87246  
1300 TO TRAIN

# Course Outline

## Ø Project Views

- Working With Views
- Combination Views
- Creating Your Own Views
- Creating A Combination View
- Placing Views On The Menu
- Sharing New Views With Other Projects
- Project Views Quick Reference

## Ø More Tables & Filters

- Overview Of Tables And Filters
- Understanding Tables
- Creating A New Table
- Using The New Table
- A Clayton's Table
- Exploring Filters
- Creating A Custom Filter
- More Tables & Filters Quick Reference

## Ø Templates

- Templates Overview
- Examining Existing Templates
- Creating A New Template
- Using A Template
- Modifying A Template
- Changing The Global Template
- Removing Items From The Global Template
- Copying Items Between Projects
- Templates Quick Reference

## Ø Other Applications

- Exporting Overview
- Copying To Microsoft Word
- Copying To Microsoft Excel
- Linking To Microsoft Excel
- Exporting To Microsoft Excel
- Exporting To A Microsoft Excel Pivot Table
- Exporting To Microsoft Access
- Appending More Information
- Other Applications Quick Reference

## Ø Reporting Techniques

- Reporting Techniques Overview
- Inserting Page Breaks
- Removing Page Breaks
- Using Predefined Reports
- Modifying A Predefined Report
- Crosstabulation Reports
- Dissecting A Crosstabulation
- Creating A Crosstabulation Report
- Sharing Custom Reports
- Reporting Techniques Quick Reference

## Ø Project On The Web

- Overview Of Project On The Web
- Saving To HTML
- Viewing An HTML File
- Saving To An HTML Template
- Copying A Picture
- Saving To HTML With A Picture
- Project On The Web Quick Reference

## Ø Multiple Files

- Multiple Files Overview
- Working With Multiple Files
- Creating A Workspace
- Using A Workspace File
- Hiding Files
- Unhiding Files
- Multiple Files Quick Reference

## Ø Linked Projects

- Linked Projects Overview
- Combining Multiple Projects
- Using A Combined Project
- Changing Data In A Combined Project
- Saving A Combined Project
- Opening A Combined Project
- Inserting Projects
- Breaking Project Links
- Creating A Read-Only Sub-Project
- Inserting Task Links

- Linked Projects Quick Reference

## Ø Shared Resources

- Shared Resources Overview
- Creating A Common Resource Pool
- Linking To An External Resource Pool
- Assigning Resources From A Pool File
- Working With Shared Resources
- Checking For Links
- Managing Shared Resource Files
- Creating A Resource Workspace
- Shared Resources Quick Reference

## Ø Downsizing A Project

- Downsizing Overview
- Examining The Large Project
- Creating Smaller Projects
- Creating A Master Project
- Aligning The Projects
- Downsizing A Project Quick Reference

## Ø Project In A Workgroup

- Sharing Your Projects
- Sending A Project
- Creating A Routing Slip
- Sending With A Routing Slip
- Receiving A Routed Project
- Receiving Feedback
- Project In A Workgroup Quick Reference

## Ø Project VBA

- Project VBA Overview
- Using Existing Macros
- Examining The Macro Code
- Recording Your Own Macro
- Using The Visual Basic Toolbar
- Running Your Macro
- Changing Your Macro
- Sharing The Macro With Other Projects
- Project VBA Quick Reference