

# Course Outline

## Project

### Project Module 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 Module 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 2013 Module 2– Masterminding your Project Skills with Microsoft Project

### General Description

Microsoft Project 2013 - Module 2 is designed for users of Microsoft Project who want to take their skills beyond creating simple projects. It is particularly suited to Microsoft Project users who work with multiple projects and have a need to produce elaborate and detailed reports.

### Outcomes

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

- work more productively with project views
- 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
- run and modify standard reports as well as create your own custom reports
- work with and create project templates
- work with and understand Microsoft Project project files
- work with and link multiple projects in Microsoft Project
- 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

### Course Details

Duration: 2 days

Starting time: 9am

Finishing time: 4.30pm



 **1300 86 87246**

**1300 TO TRAIN**

### Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.

# Course Outline

- **Project Views**
  - Understanding Project Views
  - Working With Standard Views
  - Creating Split Views
  - Creating A Custom View
  - Creating A Combination View
  - Using Custom Views
  - Customising The View Menus
  - Saving An Existing View
  - Deleting Unwanted Views
  - Keeping New Views Local
- **Tables**
  - Exploring Tables
  - Creating A New Table
  - Adding Fields To A Table
  - Formatting Table Fields
  - Using A Custom Table
  - Using A Hyperlink Field
- **Controlling Project Data**
  - Understanding Data Tools
  - Using Highlighting
  - Using Filters
  - Creating A Custom Filter
  - Editing Existing Filters
  - Deleting An Unwanted Filter
  - Grouping Tasks
  - Using AutoFilters
- **Formatting Projects**
  - Understanding The Timescale
  - Changing Time Periods
  - Showing Tiers
  - Modifying Specific Tiers
  - Formatting Non-Working Time
  - Changing Text Styles
  - Working With Gridlines
  - Displaying Progress Lines
  - Working With Progress Lines
  - Changing The Layout
  - Understanding Gantt Chart Bars
  - Changing Gantt Chart Styles
  - Changing Bar Text
  - Formatting Selected Bars
  - Changing Bar Styles
- **Printing Gantt Charts**
  - Placing Printing Commands On The Ribbon
  - Using Print Preview
  - Setting Page Breaks
  - Printing Specific Dates And Pages
  - Printing Headers
  - Printing Footers
- Working With The Legend
- Getting The Right Report Fit
- Exporting To PDF
- **Microsoft Project Reports**
  - Understanding Project Reports
  - How Reports Work
  - Running A Report
  - Formatting Chart Objects
  - Manipulating Report Data
  - Filtering Report Data
  - Cloning An Existing Report
  - Creating A New Report
  - Enhancing Report Appearance
  - Making Reports Global
  - Removing Unwanted Reports
- **Project Templates**
  - Understanding Project Templates
  - Examining The Templates
  - Saving A Project As A Template
  - Using A Custom Project Template
  - Specifying The Personal Templates Folder
  - Using The Personal Template Folder
  - Modifying A Template
  - Understanding The Global Template
  - Organising The Global Template
  - Applying A Newly Organised Item
  - Removing Items From The Global Template
- **Microsoft Project Files**
  - Opening A Project 2007 File
  - Moving A Project's Start Date
  - Working With Multiple Files
  - Hiding Open Files
- **Linking And Combining Projects**
  - Understanding Linked 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 Lines
- Creating A Summary Milestone
- **Shared Resources**
  - Understanding Resource Sharing
  - 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**
  - Understanding Project Downsizing
  - 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 To Microsoft Excel
  - Linking To Microsoft Excel
  - Exporting To Microsoft Excel
  - Exporting To Excel Using A Map
  - Using Visual Reports
- **Microsoft Project VBA**
  - Understanding Microsoft Project VBA
  - Accessing The Developer Tab
  - Recording A Macro
  - Running A Macro
  - Editing A Macro
  - Running An Edited Macro
  - Localising A Macro
  - Running A Localised Macros

For more information about any of our training courses, contact our Learning Consultants

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Visit us on the web at [www.advancedtraining.com.au](http://www.advancedtraining.com.au)