



Microsoft Project – Intermediate

Two-Day Course

Windows

Course Overview:

In this course you will learn how to use Microsoft Project to manage schedules and resources over multiple projects. You will also learn how to access the appropriate project data required for a report and then print, or export it to another application. You will cover how to create custom views, tables, filters, and fields, how to split tasks, create recurring tasks, set task deadline dates and create custom task calendars. There is a review of some of the key topics covered in the Introduction course.

Recommended prerequisite: Introduction to MS Project

Course Content:

- Review of key topics covered in the introductory course: assigning task relationships, effort driven scheduling, setting the project calendar and a few others
- Shortcuts for assigning task relationships on the Gantt chart
- Customize how projects are viewed by creating custom tables, filters and views
- Create custom fields, indicator fields and formula fields
- Share a resource pool with several projects, analyze resources in multiple projects using a shared resource pool and resolving resource conflicts over multiple projects
- Linking a task from one project to another; editing and viewing project links
- Formatting and printing techniques for printing project views including the Gantt chart, PERT chart and Calendar views
- Printing project reports, report availability, report formatting and customising
- Working with tasks: assigning deadline dates & constraint dates, splitting tasks, creating task calendars and adding recurring tasks
- Resource scheduling: making a material resource use variable consumption
- Change the date format in a table or an entire project plan
- Using the Task Details form (lower pane to replace Task Form View) to view detailed task information
- Scheduling Options and Task constraints
- Exporting and importing data to and from Excel
- Adjusting project dates with assigned date constraints