

Project 2007 Advanced



Sutherland
Computer
Services

Target audience This course is intended for people who have used or are using Microsoft Project and wish to improve their knowledge and skills in the use of the software

Learning outcomes The course aims to increase your productivity by providing the skills and knowledge to use some of the more advanced features of Microsoft Project 2007 effectively. This includes custom views, filter techniques, templates, exporting data, multiple projects and linked projects

The course will cover the following topics

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

More tables and filters

- Overview of tables and filters
- Understanding tables
- Creating a new table
- Using the New Table
- A Claytons Table
- Exploring Filters
- Creating a Custom Filter

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

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 PivotTable

Reporting Techniques

- Inserting Page Breaks
- Removing Page Breaks
- Using Pre-Defined Reports
- Modifying a Pre-Defined Report
- Cross tabulation Reports
- Dissecting a Cross tabulation
- Creating a Cross tabulation Report
- Sharing Custom Reports

Presenting Projects

- Overview of Presenting Projects
- Preparing a Project file to Copy
- Copying to PowerPoint
- Presenting Project on the Web

Multiple Files

- Multiple Files Overview
- Working with Multiple Files
- Creating a Workspace
- Using a Workspace file
- Hiding and unhiding files

Linked Projects

- Linked Projects Overview
- Combining Multiple Projects
- Using a Combined Project
- Changing data in a combined project

- Saving a Combined Project
- Opening a Combine Project
- Inserting projects
- Breaking Project Links
- Creating a Read-Only Sub Project
- Inserting Task Links

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

Downsizing a Project

- Downsizing overview
- Examining the Large Project
 - Creating smaller projects
 - Creating a Master Project
 - Aligning the Projects

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

Pro-efficient Professional

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