



PROJECT 2007 ADVANCED

COURSE CODE : PJ207ADV DURATION : 1 DAY

COURSE AIMS

This course is designed for Project Managers who need to allocate and manage resource time and track actual progress. The course concentrates on how MS Project manages resources and multiple files, how to enter and track actual data, and relevant views and reports.

DELEGATE PRE-REQUISITES

Attendance on the previous Project 2007 Introduction course is recommended to ensure continuity, or alternatively, delegates should be confident at entering and linking tasks and in working in the Gantt chart view.

COURSE OUTLINE

REVIEW OF INTRODUCTORY COURSE TOPICS

- Project Calendar and Defaults
- Relationships
- Critical Path

SHARING INFORMATION

- Exchanging information with Excel
- Working with import/export maps
- Saving the project in HTML format

SUB PROJECTS AND MULTIPLE PROJECTS

- Setting up a Master Project containing sub-projects
- Consolidation Techniques
- Creating Templates

RESOURCE POOLS

- Setting up a resource pool
- Sharing resources between projects
- Updating a resource pool

CUSTOMISING THE MICROSOFT PROJECT ENVIRONMENT

- Creating tables
- Modifying tables
- Custom filters
- Working with views
- Customising reports
- Changing global settings



FAST TRACK
COMPUTER TRAINING