

Microsoft Office Project Beyond the Basics Course Outline



Course aims:

This course builds on the fundamentals of project management using Project, covering the more advanced features of the application

Pre-requisites:

Delegates should ideally have attended the basics course but in any case they should have a reasonable grasp of the fundamentals of Project.

Who should attend:

Users of Project who want to extend their knowledge of the application as the main tool for tracking a project or combined projects.

Duration: 1 day

Fine-tuning plans	Adjusting working time for tasks, changing task types, interrupting work on tasks
Sorting, grouping & filtering information	Sorting data, grouping data, filtering data
Formatting project plans	Formatting the Gantt chart, displaying a text field, editing and creating tables, defining custom views
Simple reporting of project information	Seeing what you can print, creating & producing simple reports, customising & printing views and reports
Tracking a project's progress	Switching views - task sheet view, resource sheet view, task usage view. Tracking projects as scheduled, entering percent complete of tasks, recording completion in the task information dialogue box, tracking work by time period, identifying tasks that are over budget, identifying resources that are over budget
Multiple projects	Using common resources, adding sub projects, task relationships, linking tasks
Working with resource pools and consolidated projects	Creating a resource pool, viewing assignment details in a resource pool, updating assignments in a sharer file, updating a resource's information in a resource pool, updating all projects' working times in a resource pool, linking new project files to a resource pool, opening a sharer file and updating a resource pool., working with consolidated projects
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