



MS Project 2003 Advanced

One Day Training Course

Course Aims:

The aims of this course are to demonstrate techniques for managing large, complex projects, particularly linking multiple projects and integrating Project with other programs, including spreadsheets, databases and e-mail.

Course Outline:

Templates:

- Using a Built-In Template
- Creating a Template

Customising Project 2003:

- Creating a Base Calendar
- Custom Views
- Custom Filters
- Custom Forms
- Custom Tables
- The Table Definition Screen
- Modifying Tables on Screen
- Custom Fields
- Organiser

Macros:

- Recording a Macro
- Adding a Macro to a Toolbar

Assigning Resources

- Finding Overallocations
- Strategies for Solving Overallocations
- Changing Work Contour

Sharing Resources:

- Creating a Resource Pool
- Updating and Refreshing a Resource Pool

Closing Files with Shared Resources

Multiple Project Management:

- Linking Projects
- Resources in Linked Projects

Importing/Exporting Data:

- Import / Export Maps
- Converting to HTML Format

Workgroup Communications:

- Setting up a Workgroup
- Workgroup Identifiers
- Sending and Responding to Task Requests
- Hyperlinks

Target Audience:

This course is designed for people who need to use MS Project on a regular basis, and may be responsible for supervising other Project users.

Assumed Knowledge:

Students must have attended the Introduction to Project course or have equivalent knowledge.