Microsoft Project Advanced Course

Your learning needs are at the heart of what we do!

By FourSquare Training

Microsoft Project Advanced Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught will vary depending upon your learning requirements and upon the version of the software taught.

Module 1: Working with Multiple Projects

1. View all File Windows
2. Hide/Unhide your Project Windows
3. Working with Workspaces
4. Project Consolidation
5. Understanding Master Projects and SubProjects
6. Using Project Cross Links
7. Saving Consolidated Baselines

Module 2: Techniques for Sharing Resources

8. Using and Sharing Resource Pools
9. Stopping and starting Resource Sharing
10. Identifying Resource Pool Links
11. Protecting and updating a Resource Pool

Module 3: Advanced Customisation for Microsoft Project

12. Using Custom Groups
13. Customising filters and using interactive filters
14. Customising tables, reports and views
15. Using the Organiser
16. Customising fields

Module 4: Integrating Project with other Applications

17. Import/ Export to Microsoft Excel
18. Creating Import/Export Maps
19. Linking between Microsoft Project and Microsoft Excel
20. Importing tasks from Microsoft Outlook

(older versions only)
21. Saving a Project as html for the Web
22. Adding Project images to web pages

Module 5: Working with Forms

23. Using Custom Forms
24. Adding New Custom Forms
25. Adding Items onto Forms
26. Managing Forms using the Organiser

Module 6: Working with Earned Value Analysis

27. Earned Value Fields and Tables and producing Reports
28. Export Earned Value Data to Excel

Module 7: Using Project Templates

29. View and discuss MS Project Templates
30. Create, save and use Templates

Module 8: Customising the MS Project Interface

31. Adding graphics

32. Using Built-In Toolbars (Resource Management, Analysis, Currency Converter, Comparing Project Versions, Network Diagrams)
33. Customising the Ribbon and Quick Access Toolbars

Module 9: Working with Macros

34. Recording, running and editing macros
35. Troubleshooting macros

Scan the QR code for more course information:

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