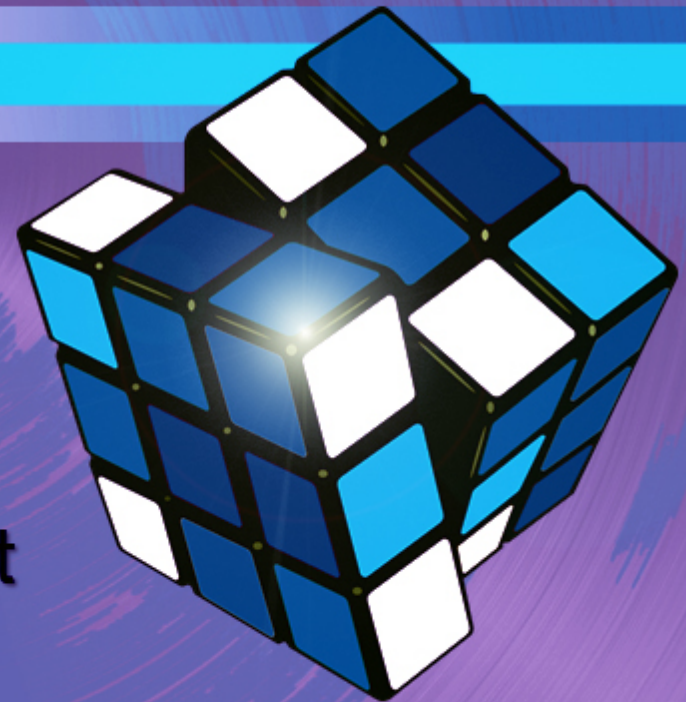


Microsoft Project Intermediate Course



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



By FourSquare Training



Microsoft Project Intermediate Course

Module 1: Planning Your Project

1. Principles of Project Planning
2. Creating a Project plan
3. Overview of Information available
4. Screen navigation and management

Module 2: Tracking Your Project

5. Creating, saving and updating Baseline Plans
6. Posting Progress
7. Understanding Task Variance
8. Handling Rescheduling and Project updates
9. Keeping Projects on Track (monitoring, flagging and critical issues)
10. Identifying resource over-allocation issues
11. Resource Levelling and fixing resource over-allocation

Module 3: Reporting, Filters and Tables in Microsoft Project

12. Working with Standard Reports
13. Working with Customised Reports
14. Creating your own Reports
15. Applying, editing and removing custom Filters and AutoFilters
16. Creating and modifying tables

Module 4: Managing Multiple Projects using Microsoft Project

17. Understanding Resource Pools
18. Linking multiple Projects to the Resource Pool
19. Working with Master Projects and sub-projects
20. Mission Control: working with the Master Project and Multi-Project schedules

Module 5: Data Manipulation and Customisation

21. Inserting, hiding and un-hiding field columns and column properties
22. Applying functions to fields
23. Setting up your project using customised fields
24. Exporting/ Importing data to and from Microsoft Excel
25. Distributing Project plans as images

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information:**



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