



MICROSOFT PROJECT - ADVANCED

Course Duration: 1 Day

1. Templates

- Using a Built-In Template
- Creating a Template

2. Customising Project

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

3. Macros

- Recording a Macro
- Adding a Macro to a Toolbar

4. Assigning Resources

- Resource Work, Duration & Task Type
- Assignment Information

5. Resolving Resource Conflicts

- Finding Over Allocations
- Strategies for Solving Over Allocations

6. Sharing Resources

- Creating a Resource Pool
- Updating and refreshing a Resource Pool
- Closing Files with Shared Resources

7. Multiple Project Management

- Linking Projects
- Resources in Linked Projects

8. Importing/Exporting Data

- Export Maps
- Import Maps
- Deleting Maps
- Converting to HTML format
- Hyperlinks

9. Workgroup Communications

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