



MICROSOFT PROJECT – INTERMEDIATE

Course Duration: 1 Day

1. Revision of the Basics

- Project Definition
- Project Lifecycle
- Task Types – Fixed Work, Fixed Units, Fixed Duration, Effort/Non Effort Driven

2. Customising Project

- Creating a Base Calendar
- Building Filters, Tables, Views
- Using the Organiser

3. Resources

- Definition
- Allocation
- Levelling/Manual Levelling
- The Resource Management Toolbar

4. Managing the Project

- Building In Reviews
- Baselining
- Tracking Actuals
- The Tracking Toolbar

5. Importing/Export Data

- Export Maps
- Import Maps
- Deleting Maps