

Project Advanced

Course Code

SSAP1003

Duration

1 Day

Format

Classroom | Virtual

Overview

The Project Advanced training course is intended to help all users get up to speed with Microsoft Project's advanced features, including task management, timelines, custom reports, and custom views.

Objectives

By the end of this course, delegates should be comfortable with managing the Project environment, working within task structures, generating views and creating reports.

Content

Lesson 1: Managing the Project Environment

- Link Projects
- Create and Use Resource Pools
- Baseline a Project
- Work with Custom Fields
- Change Project Options

Lesson 2: Managing Task Structures

- Change a Task List
- Create a Network Diagram
- Manage the Critical Path
- Use Lag and Lead
- Update Project Work

Lesson 3: Generating Project Views

- Use View Commands
- Use Existing Views

Prerequisites

It is assumed that delegates have completed or understand the topics covered in the Microsoft Project Introduction course.

As with the Introduction course, delegates must have a Microsoft Project License and Microsoft Project installed on the Desktop of their PC/Laptop.

Our Microsoft Project courses are not suitable for delegates who only use the Microsoft Project App in their Internet Browser (this includes Mac users).

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- Create Custom Views
- Format and Share the Timeline View

Lesson 4: Producing Project Reports

- Use Existing Reports
- Create Custom Reports