

MS Project 2016 Advanced

Length: 1 Day

Summary: This course builds on day-to-day project management using MS Project, covering the advanced features of the application, including emphasis on customizing of the application itself: Managing resource and resolving over allocations, charting and displaying data, templates, customizing project, macros and VBA.

Who Should Attend: High level users of MS Project, potentially Project Managers, who have a leading role in using this application as the main tool for tracking projects and who wish to customize MS Project.

Experience Needed: Delegates should ideally have attended the Intermediate course but in any case should have a good working knowledge of Microsoft Project.

COURSE CONTENT

1: MANAGING THE PROJECT

- Management Criteria
- Managing Time
- Examine an Existing Project
- Managing Resources

2: SPECIAL FEATURES AND ADVANCED ANALYSIS

- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing into Project
- Reports
- 'Grouping'
- Recurring Tasks

3: TEMPLATES, WIZARDS, AND MACROS

- Templates
- Use a Sample Template
- Global Template
- The Organizer

4: MULTIPLE PROJECTS AND RESOURCE SHARING

- Customization
- Custom Reports
- Custom Views
- Custom Tables
- Adding Columns to Tables
- Custom Filters
- The Ribbon

5: MACROS OVERVIEW

- Macros
- The VB Editor
- Creating VBA Code
- Working with Modules
- Editing Macros
- Customizing the Ribbon