

Microsoft Project Advanced

OBJECTIVES

Learn how to work with templates, create baseline plans, monitor and update projects, analyse project statistics, handle delays and conflicts, create reports, share resources, consolidate projects, and customize Project. Also learn how to communicate project information and how to integrate Project data with other Office applications.

Duration: 1 Day

1. **USING TEMPLATES AND IMPORTING DATA**

- Working with templates
- Creating projects from other programs

2. **MANAGING A PROJECT**

- Setting baselines
- Updating an active project
- Monitoring progress

3. **ANALYSING AND ADJUSTING THE PLAN**

- Analysing the plan
- Delays and conflicts
- Team Planner view

4. **WORKING WITH REPORTS**

- Standard reports
- Visual reports

5. **CUSTOMIZING PROJECT**

- Custom views
- Macros
- Gantt chart formatting
- Custom fields

6. **MANAGING MULTIPLE PROJECTS**

- Consolidating and sharing projects
- Sharing resources among projects

7. **EXCHANGING PROJECT INFORMATION**

- Collaboration
- Hyperlinks
- Exporting to Office applications