



computer training options

Microsoft Project 2016 **Level 3 Training**

Overview:

This course aims to take the learner to more advanced levels of Microsoft Project. It covers a diverse range of topics including working simultaneously on multiple projects, sharing resources between several projects, downsizing very large projects, using templates, and automating operations with VBA.

Learning Outcomes:

At the completion of this course you should be able to:

- Create and work with several types of custom fields
- Create and work with WBS Codes
- Create a custom view with a custom filter, group and table
- Run and modify standard graphical reports as well as create your own custom reports
- Create and work with visual reports
- Work with and create project templates
- Work with and link multiple projects in Project
- Create shared resources for use amongst multiple projects
- Downsize large project files into more manageable entities
- Export project data to other applications
- Collaborate on projects with others using Skype for Business and SharePoint
- Create VBA macros to automate operations in a project file

Prerequisites:

This course assumes a good understanding of creating projects, scheduling, and over allocation problem-solving. It is also necessary to have a general understanding of personal computers and the Windows operating system environment especially in regards to file management and file handling.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.

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Custom Fields

Understanding Custom Fields
Creating Custom Fields
Inserting Custom Fields
Creating a Formula in a Custom Field
Modifying a Formula
Testing a Formula
Understanding Graphical Indicator Custom Fields
Creating Graphical Indicator Custom Fields
Creating a Lookup Custom Field
Creating an Outline Code Mask
Entering Lookup Table Values
Using a Lookup Table

WBS Codes

Understanding WBS Codes
Creating WBS Codes
Altering Tasks With Custom WBS Codes
Renumbering WBS Codes
Editing Custom WBS Codes

Custom Views

Preparing for the Custom View
Creating a Custom Filter for the View
Creating a Custom Group for the View
Creating a Custom Table for the View
Creating the Custom View
Removing a Custom View and Its Components

Graphical Reports

Understanding Graphical Reports
How Graphical Reports Work
Running a Report
Formatting Chart Objects
Manipulating Report Data
Filtering Report Data
Cloning an Existing Report
Creating a New Report
Enhancing Report Appearance
Making Reports Global
Removing Unwanted Reports

Visual Reports

Understanding Visual Reports
Understanding Excel Visual Reports
Creating a Visual Report From a Template
Choosing Fields to Display in a Visual Report
Changing the X Axis Categories
Filtering a Visual Report
Formatting a Visual Report
Saving a Visual Report as a Template
Using a Custom Visual Report Template

Project Templates

Understanding Project Templates
Examining the Templates
Saving a Project as a Template
Using a Custom Project Template
Specifying the Personal Templates Folder
Using the Personal Template Folder
Modifying a Template
Understanding the Global Template
Organising the Global Template
Applying a Newly Organised Item
Removing Items From the Global Template

Linking and Combining Projects

Understanding Linked Projects
Combining Projects
Viewing a Combined Project
Printing From a Combined Project
Setting a Combined Project Start Date
Changing Data in a Combined Project
Saving and Closing a Combined Project
Using Only the Combined Project File
Using Only Subproject Files
Inserting Subprojects
Breaking Subproject Links
Creating a Read Only Subproject
Inserting Task Links
Creating a Summary Milestone

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Shared Resources

- Understanding Resource Sharing
- Creating a Common Resource Pool
- Linking to an External Pool
- Linking a New Project File to the Pool
- Assigning Resources From the Pool
- Working With Shared Resources
- Checking for Resource Links
- Managing Shared Resources
- Opening Shared Resource Projects
- Opening the Resource Pool Only
- Assembling a Resource Master
- Working With a Resource Master

Downsizing Larger Projects

- Understanding Project Downsizing
- Creating the Resource File
- Creating Smaller Projects
- Linking Subprojects to Resources
- Preparing for the Master Project
- Creating the Downsized Master File
- Setting Project Links
- Finalising the Master

Other Applications

- Understanding Working With Applications
- Copying a Gantt Chart Image
- Copying Table Data
- Copying to Microsoft Excel
- Linking to Microsoft Excel
- Exporting to Microsoft Excel
- Exporting to Excel Using a Map
- Importing Data From Excel

Working Collaboratively

- Understanding Collaboration Options
- Adding a Contact as a Resource
- Working With a Contact Resource
- Syncing Tasks With SharePoint
- Working With a Synced Task List

Microsoft Project VBA

- Understanding Project VBA
- Accessing the Developer Tab
- Recording a Macro
- Running a Macro
- Editing a Macro
- Running an Edited Macro
- Localising a Macro
- Running a Localised Macro