MICROSOFT PROJECT 2013 ADVANCED

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COURSE LENGTH: 1.0 DAYS

Microsoft Project 2013 offers new features, such as easy sharing of project status information, advanced built-in Lync features, and tracing of task paths. Microsoft Project 2013 Advanced Training Course provides extensive training in the use of the advanced features of the new Project 2013, including customising the ribbon, charting data, grouping, creating interactive filters, using macros, and working with the VBA Editor. The customised new set of reports in Project 2013 allows you to understand an entire project and its history at a glance.

This training course is designed for users that have basic skills in Project 2013. Beginners may consider our Microsoft Project 2013 Introduction Training Course to build basic skills in the application.

This highly practical and engaging training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

MICROSOFT PROJECT 2013 ADVANCED COURSE OUTLINE

FOREWORD

This course includes training in each of the advanced functions of Project 2013. During the training, participants learn to manage projects, examine existing projects, manage resources, customise Project 2013, modify displays, use templates, customise projects, edit macros, and more. The course aims to provide quick and practical learning to help participants master the use of Project 2013 in a short amount of time.

Microsoft Project 2013 Advanced Training Course is the third course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

OUTCOMES

After completing this course, participants will have learned to:
- Modify a project
- Identify resource over-allocation
- Use task inspector
- Manage time
- Display progress data
- Chart data
- Manage recurring tasks
- Import into Project
- Use templates
- Customise tables
- Customise filters
- Create interactive filters
- Customise the Ribbon
- Create VBA code
- Work with modules
- Edit macros

MODULES

Lesson 1: Managing the Project
- Management Criteria
- Display progress data

Lesson 2: Special Features and Advanced Analysis
- Exercise: Use the Course Development project
- Modifying the Display (Shortcuts)

- Planned Dates
- Actual Dates
- Scheduled Dates
- Managing Time
- Variance
- Examine an Existing Project
- Modify it According to Current Information
- Managing Resources
- Identifying Resource Over-allocations
- Resolve Resource Over-allocations Manually
- Task Inspector
- Resolve Over-allocations Using Resource Leveling

- Task Usage and Resource Usage views
- Charting Data
- Importing into Project
- 'Grouping'
- Recurring Tasks

Lesson 3: Templates
- Templates
- Exercise: Use a Sample Template
- Global Template

Lesson 4: Customising MS Project
- Customisation
- Custom Tables
- Adding Columns to Tables
- Custom Filters
- Custom Filter Values
- Exercise: Create an Interactive Filter
- Customising the Ribbon

Lesson 5: Macros Overview
- Macros
- Creating VBA Code
- The VB Editor
- Working with Modules
- Editing Macros

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WEB LINKS