

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Create and use a project template
- * Customise the objects within MS Project to suit a specific environment
- * Become more efficient by using macros to automate repeated actions
- * Work with multiple projects as individual projects or within a consolidated project
- * Exchange data with other applications
- * Communicate with team members using Workgroup features.

PREREQUISITES

It is recommended that students have basic experience with the underlying operating system, i.e. An ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

CREATING PROJECT TEMPLATES

- * Create a project plan template
- * Create a new project plan using a template

CUSTOMISING MS PROJECT

- * Customise Existing Tables and Create New Tables
- * Customise Existing Views and Create New Views
- * Customise Existing Reports and Create New Reports
- * Customise Existing Filters and Create New Filters
- * Customise Existing Groups and Create New Groups
- * Customise Existing Fields and Create New Fields
- * Copy objects from one project plan to another

AUTOMATION USING MACROS

- * Record a Macro
- * Assign a Macro to a Command Button

WORKING WITH MULTIPLE PROJECTS

- * Create a Resource Pool
Use a Resource Pool in multiple projects
- * Consolidate multiple projects
Work with consolidated projects

WORKING WITH OTHER APPLICATIONS

- * Use Hyperlinks
- * Copy and paste data
- * Copy and paste pictures
- * Export data
- * Workgroup Features
- * Setup a project for workgroups
- * Setup resources for workgroups
- * Send and receive TeamAssign messages and responses
- * Send and receive TeamAssign messages and responses
- * Send and receive TeamUpdate messages and responses
- * Send and receive TeamStatus messages and responses