



Project 2007 Advanced

Course Aims

This course aims to increase your productivity by providing the skills and knowledge to use some of the more advanced features of Microsoft Project 2007 effectively. This includes custom views, filter techniques, templates, exporting data, multiple projects and linked projects.

Learning Outcomes

At the completion of this courseware participants will be able to:

- ❖ Work with various views and create custom views
- ❖ Work with the various table and filter techniques
- ❖ Use, create and modify project templates
- ❖ Export data from Project to other applications
- ❖ Work with the predefined reports and create new custom reports
- ❖ Create web pages based on Project data
- ❖ Work with multiple project files simultaneously and create workspaces
- ❖ Work with linked projects
- ❖ Work with shared resources where more than one project uses the same resource pool
- ❖ Successfully break large project files down into more manageable chunks
- ❖ Create and use macros in Project

Course Content

Project Views

Working with Views
Combination Views
Creating Your Own Views
Creating A Combination View
Placing Views on the Menu
Sharing New Views with Other Projects
Project Views Quick Reference

More Tables & Filters

Overview of Tables and Filters
Understanding Tables
Creating a New Table
Using The New Table
A Clayton's Table
Exploring Filters
Creating a Custom Filter

More Tables & Filters Quick Reference

Templates

Templates Overview
Examining Existing Templates
Creating a New Template
Using a Template
Changing the Global Template
Removing Items from the Global Template
Copying Items Between Projects
Templates Quick Reference

Other Applications

Exporting Overview
Copying to Microsoft Word
Copying to Microsoft Excel
Linking to Microsoft Excel

Exporting to Microsoft Excel
Exporting to a Microsoft Excel Pivot
Table
Other Applications Quick
Reference

Reporting Techniques

Reporting Techniques Overview
Inserting Page Breaks
Removing Page Breaks
Using Predefined Reports
Modifying a Predefined Report
Crosstabulation Reports
Dissecting a Crosstabulation
Creating a Crosstabulation Report
Sharing Custom Reports
Reporting Techniques Quick
Reference

Presenting Projects

Overview of Presenting Projects
Preparing a Project File to Copy
Copying to PowerPoint
Presenting Project on the Web
Presenting Project Quick
Reference

Multiple Files

Multiple Files Overview
Working with Multiple Files
Creating a Workspace
Using a Workspace File
Hiding Files
Unhiding Files
Multiple Files Quick Reference

Linked Projects

Linked Projects Overview
Combining Multiple Projects
Using a Combined Project
Changing Data in a Combined
Project
Saving a Combined Project
Opening a Combined Project
Inserting Projects
Breaking Project Links
Creating a Read-only Sub Project
Inserting Task Links
Linked Projects Quick Reference

Shared Resources

Shared Resources Overview
Creating a Common Resource
Pool
Linking to an External Resource
Pool
Assigning Resources from a Pool
File
Working with Shared Resources
Checking for Links
Managing Shared Resource
Workspace
Creating a Resource Workspace
Shared Resources Quick
Reference

Downsizing a Project

Downsizing Overview
Examining the Large Project
Creating Smaller Projects
Creating a Master Project
Aligning the Projects
Downsizing a Project Quick
Reference

Project VBA

Project VBA Overview
Using Existing Macros
Examining the Macro Code
Recording Your Own Macro
Using The Visual Basic Toolbar
Running Your Macro
Changing Your Macro
Sharing the Macro with Other
Projects
Project VBA Quick Reference

Duration:

Two Days 9:00 a.m. – 4:00 p.m.

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