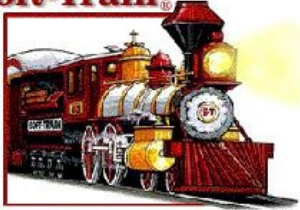


Soft-Train



*At Soft-Train
Technology Works*

Advanced Microsoft Project (1 Day)

COURSE GOAL: To teach the intermediate Project for Windows Users the Advanced Capabilities of Project for Windows.

PREREQUISITES: Beginning Windows, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Fine-tune a Project
- Set Environment Defaults
- Link to Other Applications
- Work with Multiple Projects

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Cross-Tab Report
<input type="checkbox"/>	<input type="checkbox"/>	Filter Reports
<input type="checkbox"/>	<input type="checkbox"/>	Set Own Window Defaults
<input type="checkbox"/>	<input type="checkbox"/>	Link To Excel/Word
<input type="checkbox"/>	<input type="checkbox"/>	Perform Value Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Create Master Projects
<input type="checkbox"/>	<input type="checkbox"/>	Consolidate Schedules

If you answered NO to three or more of these questions, and understand the intermediate material, you should attend this class.

KEY TOPICS:

I. Tracking Cost

- A. Entering Actual Costs
- B. Daily Updates Of Costs
- C. Compare Costs To Budget
- D. Cost Variance
- E. Analyzing Costs

II. Consolidating Projects

- A. Consolidating Multiple Projects
- B. Outlines & Consolidated Projects
- C. Liking Tasks In Separate Projects
- D. Viewing External Tasks

III. Resource Pools

- A. Creating A Resource Pool
- B. Updating The Resource Pool
- C. Reviewing Resource Assignments

IV. Exporting Data

- A. Importing/Exporting Basics
- B. Exporting To Excel
- C. Exporting To Access
- D. Exporting To HTML

V. Customizing Project

- A. Options
- B. Toolbars
- C. Custom Views