

Soft-Train



*At Soft-Train
Technology Works*

Advanced Microsoft Project (1 Day) ST85062

COURSE GOAL: To teach Intermediate Project users the Advanced capabilities of Project for Windows.

PREREQUISITES: Beginning and Intermediate Windows, and/or equivalent skills.

LEARNING OBJECTIVES:
Upon completion of this course the student 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, 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 Statistics
- E. Analyzing Costs

II. Consolidating Projects

- A. Consolidating Multiple Projects
- B. Outlines & Consolidated Projects
- C. Linking 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 XML

V. Printing Views & Reports

- A. Print Preview
- B. Page Setup
- C. Reports

VI. Customizing Project

- A. Options
- B. Custom Views