

# ***Training Course Specification***

**Course:** **Microsoft Project Advanced**

**Duration:** **One-Day**

**COURSE OBJECTIVES:** This course builds on day-to-day project management using MS Project, covering the advanced features of the application, including heavy emphasis on customising of the application itself.

**WHO SHOULD ATTEND:** High level users of MS Project, potentially Project Managers, who have a leading role in using this application as the main tool for tracking multiple projects.

**EXPERIENCE NEEDED:** Delegates should ideally have sat the Intermediate course but in any case should have a very good knowledge of Microsoft Project.

## **COURSE CONTENTS:**

### **1: Managing the Project**

- Management Criteria
- Managing Time
- Examine an Existing Project
- Managing Resources
- Identifying Resource Overallocations
- Resolving Resource Overallocations Manually
- Resolving Overallocations Using Resource Leveling

### **2: Interesting Features and Shortcuts Setup**

- The Task Information Form
- Modifying the Display
- Recurring Tasks
- Adding a Recurring Task
- More Shortcuts

### **3: Templates, Wizards and Macros.**

- Sample Templates
- Use a Sample Template
- The Template Wizard
- Automatically Launching the TemplateWizard
- Create the Auto\_Open macro()

### **4: Customisation**

- Customisation
- Custom Reports
- Custom Tables
- Custom Filters
- Adding Columns to Tables
- Custom Toolbars
- Custom Menus
- The Organizer

### **5: Overview of MS Project Macros and VBA**

- The VBA Macro Editing Program
- The VB Editor
- Working With Modules
- Editing Macros
- Overview of Object Hierarchy
- Common Objects
- Application Object
- Application Object Methods
- Exercise 1
- Options & Levelling Properties
- Exercise 2
- Corresponding Application Methods
- CurrentView, CurrentTable and CurrentFilter
- List Collections
- Exercise 3 (Apply A View)