

Training Course Specification

Course: **Microsoft Project Intermediate**

Duration: **One-Day**

- COURSE OBJECTIVES:** This course builds on the fundamentals of project management using MS Project, covering the more advanced features of the application
- WHO SHOULD ATTEND:** Users of MS Project who want to take a lead role in using this application as the main tool for tracking a project or combined projects.
- EXPERIENCE NEEDED:** Delegates should ideally have sat the Introduction course but in any case they should have a reasonable grasp of the fundamentals of MS Project.

COURSE CONTENTS:

1: Display Data and Cost Factors

- Using Gantt Charts
- Using Gantt Charts (Continued)
- Using Network Diagrams
- View the Network Diagram
- Elements of the Network Diagram
- More about Tables
- Applying Filters
- Working with Tables and Filters
- Examining the Cost Factor

2: Printing and Reporting

- Page Setup
- Printing Charts, Forms and Sheets
- Reports Setup
- What You Can Print
- Reports by Report Type

3: Updating the Project

- More on the Task Information Form
- Adding New Tasks
- Entering Task Names and Durations
- Editing Task Details
- Tracking Progress
- The Gantt Chart and the Critical Path
- Define an Update Point
- Updating the Project

4: Multiple Projects

- Using Common Resources
- Adding Sub Projects
- Recurring Tasks
- Task Relationships
- More on Linking Tasks
- Modifying and Deleting Task Relationships
- Deleting Tasks
- The Organizer
- Create a Custom toolbar button