

## *Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support*

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**Aim:** The aim of this comprehensive one day course is to build on the objectives covered in the previous level covering some of the more advanced aspects of Microsoft Project

### **Course Objectives**

- Assigning Resources
- Specify Work, Material and Cost Resources for Projects
- Assign resources to Tasks
- Determine Resource Working Hours including Overtime
- Create new resource calendars
- Display Resource Allocations and Using the Team Planner
- More detailed tracking of resource usage
- Understand Effort-Driven Scheduling
- Assigning a Work Contour.
- Set Fixed-Units, Fixed Duration and Fixed Word Task Types
- View and edit project costs
- Coordinating Multiple Projects
- Create Master Project
- Set Start Dates for Master Projects
- Arrange Project Files for Viewing
- Link Tasks between Sub-Projects
- Share Resources between Projects
- Assign Resources from a Resource Pool
- Re-using Project Plan Information
- Create a Project Plan Template
- Create a Custom Combination View
- Make Custom Views Available to other Project Plans
- Customising Reports with custom Filters
- Creating calculated fields and using visual indicators i.e Red, Amber, Green status indicators
- Exchanging Project Plan Data with other Applications
- Copy Sheet Data into MS Excel
- Link to Additional Task Information
- Import a Task List from an Excel
- File into a New Project Plan
- Create a Custom Import Map
- Export Project Plan Cost Data into Excel
- Copy the Timeline into a Word or PowerPoint file
- Save Project Plan Information as different formats