



62-64 New Road  
Basingstoke  
Hampshire  
RG21 7PW

Tel: 01256 323223  
Fax: 0871 4335592



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# Microsoft Project Advanced

**Introduction** Microsoft Project is a Windows-based package for creating project schedules, monitoring its progress and reporting on potential difficulties with staff or other resources.

**Objectives** By the end of the course participants will be able to create and update Template projects. Organise customised elements to provide corporate standards. Track progress at task and assignment levels. Produce customised tasks, resource and cost reports. Manage multiple projects with a consolidated plan and common resource pool. Link and embed data with other projects or applications.

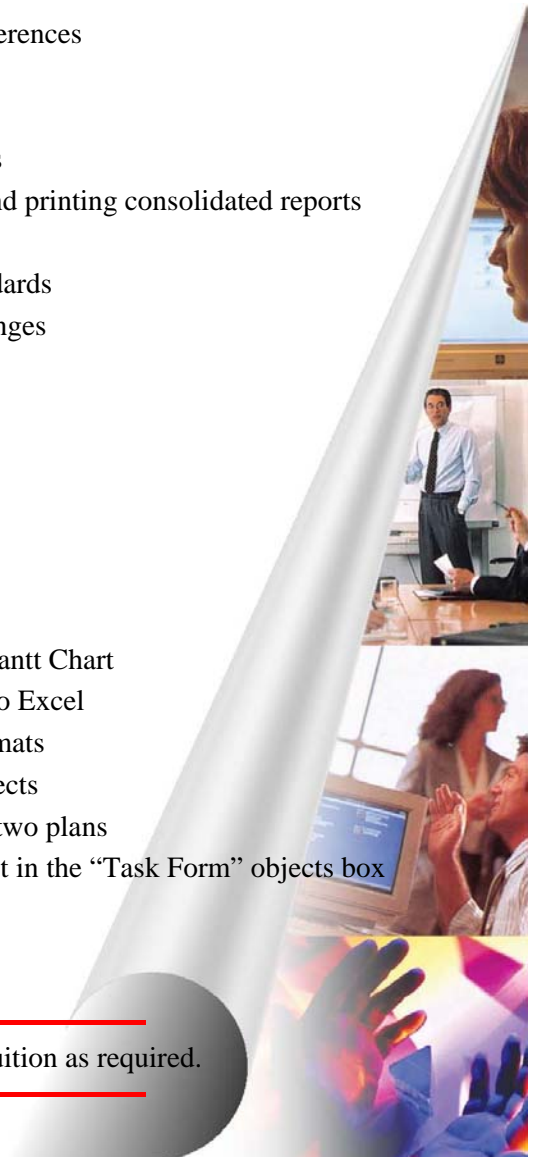
**Designed for** This course provides an introduction to the more complex modelling and reporting facilities, and also the features, which allow data to be shared with other projects, or other Windows applications. To fully benefit from this course, delegates should have attended MS Project Introduction course.

**Duration** One day

**Topics**

- Review of introductory course
- Template Projects
- Creating a template project
- Using consistent system preferences
- Updating non-working time
- Multi-Project Management
- Concepts of multiple projects
- Consolidating project files and printing consolidated reports
- Sharing “Resource Pool”
- Customising Corporate Standards
- Tracking and Managing Changes
- Tracking tool bar
- Tracking dialog
- Tracking interview
- Updating with timesheets
- Reviewing progress position
- Project statistics
- Copying Information
- Copying a picture onto the Gantt Chart
- Copying cost information into Excel
- Saving data in other data formats
- Linking and Embedding Objects
- Linking milestones between two plans
- Embedding a Word document in the “Task Form” objects box
- Advanced resource features
- Resource contouring
- Entering varying cost rates

**Follow-up** Individual consultancy and tuition as required.





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**For more information call**

**01256 323223**

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