



**Welcome!**

This month we are featuring Microsoft Project, the desktop project planning tool. The introductory course, which is one of our most popular courses, reveals the full scope of what Project can do to help a project manager or planner.

- [Try out our tips](#)
- [View our courses](#)
- [Understand effects of changes to your plan](#)

We have Project 2003 scheduled in August and are always happy to arrange training on demand. Don't miss out on the chance to come and ask your questions for free, [see below](#).

*User tip of the month:*

**Create PDF of your plan in Project 2007**

If you have moved to Project 2007, you might have taken to the 3D effect on the Gantt chart bars. You might also have found that you are having problems creating a PDF version of your plan. Guess what? It's the 3D effect that is causing the problem.

Try selecting **Tools, Options**, and on the **View** tab, unchecking the box that says **Bars and shapes in Gantt views in 3D**. You should find that you can create a PDF version of your plan without crashing!

(Thanks to Lori at Bibby Offshore for this one).

**Like this tip? Want to give us a tip? [Let us know...](#)**

**Next month's featured course**

Our featured course is **Project Standard 2003**.

There are some great new features in Project 2007, but most users are still working with 2003, which is a powerful tool in its own right. On this course you will learn how to

- Create new project plans
- Schedule tasks
- Manage resources within the plan
- Format and print your project plan
- Pass project information to others
- Track progress on your project

[Click](#) to view the full course content.

Think you might be ready for the next level of training? Try our [skills assessment](#), which is based on the Standard course.

**What happened to my plan?**

When you are updating a project plan, do you ever have those moments where you freeze while you try to work out what just happened? Something moved as a knock-on effect of the change you just made, and you find yourself trying to figure out what it was and whether it mattered.

In Project 2007 there are some new features which aim to help you understand the effect of the changes you make.

**Visual Change Highlighting**

This effect is displayed in the Task Grid of the Gantt chart. When you alter, for example, the duration of a task, all the fields in the grid which are affected are highlighted in blue. In this case, the start and finish dates of any tasks linked to the one you edited are likely to have changed, and the background of these fields will show blue until your next edit.

**Task Drivers**



<p>Date: <b>Wednesday 26<sup>th</sup> August 2009</b>          Venue: <b>ACS, Balnagask Road, Aberdeen</b>          :          Time: <b>9:00 to 16:00</b>          Cost: <b>£195 plus VAT per person</b></p> <p><a href="#">Book now</a> to secure your place.</p> <p style="text-align: center;"><b>Free training!</b></p> <p>Visit us with your specific Project issues, or drop in to see a demo. <a href="#">Click for details.</a></p>	<p>Perhaps you don't spot the knock-on effect right away, but later you wonder why a particular task starts when it does. Click on the Task Drivers tool to display a task pane listing all the things that trigger this task, e.g. predecessor tasks, specific calendars, constraints.</p> <p style="text-align: center;"><b>Undo</b></p> <p>If all that's not enough to keep you in control, there is a fantastic new Undo facility, which allows multiple steps to be undone, similar to Undo in Excel and Word. So at least you can go back to where you were before something moved...</p> <p>Need help? Give us a call on 01224 330560.</p>
<p><b>Other scheduled courses</b></p> <p><a href="#">View</a> our course diary for the coming month. We have courses scheduled in August for <b>Word, Excel, PowerPoint, Outlook</b> and <b>Sage</b>.</p> <p>In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include <b>Adobe Acrobat, Contribute</b> and <b>SharePoint</b>. Call us to discuss your requirements.</p> <p><b>We offer training on a one-to-one basis or tutor-led for groups of up to 4 people.</b></p>	<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p style="text-align: center;"><b>Free Training!</b></p> <p style="text-align: center;">Come and try our new drop-in sessions</p> </div> </div> <p>Once a month on a <b>Wednesday</b> between <b>4 &amp; 5</b> or <b>7 &amp; 8</b> pm you will have the opportunity to call in for a demonstration or come and ask a question based on our monthly featured course.</p> <p>This month the topic is <b>Project 2007</b>, and the sessions are on Wednesday 19<sup>th</sup> August.</p> <p>Booking is strongly recommended for reasons of space, so <a href="#">click here</a> to book your place. Call 01224 330560 for further information or visit our <a href="#">website</a>.</p> </div>