

## Microsoft Project: Advanced

### Aims

The aims of this course are to develop advanced skills in using Microsoft Project to assist your project management. You will work with a scenario involving multiple projects sharing a resource pool. You will learn how to manage resources throughout the project's life, how to create reports and views to meet specific requirements and how to export data to other applications. Overall you will learn how to make sophisticated and efficient use of Project tools.

## 1 Manage Resource Details

### Aims of this session

To enable you to develop skills in resource management and understand some of the more complex resource management features.

On completing this session you will be able to

- Manage resource availability over the project duration
- Work with resource rate tables and record overtime
- Manage workload and over-allocated resources
- Work with material resources

## 2 Working with multiple projects

### Aims of this session

To enable you to plan and control multiple projects.

On completing this session you will be able to

- Insert a new project
- Link tasks across projects
- Work with a resource pool
- Consolidate projects

## 3 Customising reports

### Aims of this session

To enable you to tailor reports to your own requirements, and to look at advanced reporting options.

On completing this session you will be able to

- Add header and footer information and logo
- Customise report content
- Adjust sort order

## **4 Exporting data to Excel and the web**

### Aims of this session

To enable you be able to exchange project data with other applications and analyse it in charts.

On completing this session you will be able to

- Publish Project information to the web
- Export data to Excel and create charts
- Selective data export

## **5 Customising Project**

### Aims of this session

To enable you to customise your project views, filter data and use project tools to help you work more efficiently.

On completing this session you will be able to

- Customise views
- Create custom filters
- Create and use macros
- Create and use templates