

## MS Project Advanced – Level 2

### Introduction

This two-day course is designed for delegates who are familiar with Microsoft Project but would like to make use of the advanced features such as working with WBS codes, communicating project information, working with reports, administering project central, working with categories and views, etc.

### Course Objectives

- Manage projects and share resources
- Utilise special features and advanced analysis
- Use collaborative features and Project Server
- Customise reports, filters, toolbars and menus

### Course Outline

#### Multiple Projects and Resource Sharing

- The Resource Pool
- Practical; Create a Resource Pool
- Updating the Resource Pool
- Managing Resource Pool Assignments
- Adding Sub-projects
- Insert Sub-projects into a Master Project
- Consolidating Projects
- The Organiser
- Compare Project Versions

#### Special Features and Advanced Analysis

- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing from Office Applications
- Using 'Grouping'
- Columns and Totals in Reports

## Collaborative Features and Project Server

- Sample Templates
- Use a Sample Template
- Automatically Launching a Template
- Exporting Data to HTML

## Customisation

- Customisation
- Custom Reports
- Custom Tables
- Adding Columns to Tables
- Custom Filters
- The Filter Definition Dialogue Box
- Creating an Interactive Filter
- Custom Toolbars
- Custom Menus
- Using The Organiser to Import/Export Views