



Duration: 1 day

***What you will learn:***

***Assuming a good understanding of Microsoft Windows you will learn to take advantage of all the features listed.***

***This course is aimed at people who understand MS Project basics and want to explore the following areas in depth.***

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### Costs

- Review of basics
- Earned value analysis
- Cash-flow projections

### Levelling

- Exploring the automatic levelling features of MS Project

### Scheduling Options

- Effort-driven on/off
- Fixed duration
- Fixed units
- Fixed work

### Tracking the Project

- Review of basics
- Actual vs Baseline Reporting
- Adjusting the plan during the project

### Reporting

- Review of printing issues
- Custom reports

### Calendar

- Options and defaults – how changing them affects the plan

### Customising & Organiser

- Tables
- Views
- Filters
- Setting up a template for all new projects
- Sharing custom elements with colleagues

### Linking and Consolidating Project Files

- Learn how to consolidate files to show information from other 'sub-projects', whether controlled by you or others. Investigate the pros and cons of sharing project information.

### Share Resources