

Swanston IT

Microsoft Project Advanced Workshop

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 below.

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

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