

## Course Outline

### Advanced MS Project - 1 day

This course builds on day-to-day project management using MS Project, covering the advanced features of the application, including heavy emphasis on customising of the application itself. It is intended for high level users of MS Project, potentially Project Managers, who have a leading role in using this application as the main tool for tracking projects and who wish to customise MS Project.

A good working knowledge of MS Project at intermediate level is essential.

#### Managing the Project

- Management Criteria
- Managing Time
- Examine an Existing Project
- Managing Resources
- Identifying Resource Over-allocations
- Resolving Resource Over-allocations Manually
- Resolving Over-allocations Using Resource Leveling

#### Special Features and Advanced Analysis

- Use the Course Development project.
- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing from Office XP Applications
- Using 'Grouping'
- Note; Columns and Totals in Reports

#### Templates, Wizards and Macros.

- 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 dialog box
- Assignment; Create an Interactive Filter.
- Custom Toolbars
- Custom Menus
- Using The Organizer to import/export views

#### Overview of MS Project Macros and VBA

- The VBA Macro Editing Program
- The VB Editor
- Working With Modules
- Editing Macros
- Overview of Object Hierarchy
- Common Objects
- Application Object
- Application Object Methods
- Options & Levelling Properties
- Corresponding Application Methods
- CurrentView, CurrentTable and CurrentFilter
- List Collections

Other courses available include Project Introduction and Project Intermediate.