

## MICROSOFT PROJECT - ADVANCED

### COURSE LISTING

This 1 day course demonstrates techniques for managing large, complex projects, particularly linking multiple projects and integrating Microsoft Project with other programs, including spread sheets, databases and email.

Duration: 1 Day

#### Templates

- Using a Built-In Template
- Creating a Template

#### Sharing Resources

- Creating a Resource Pool
- Updating & Refreshing Resource Pools
- Closing Files with Shared Resources

#### Customising a Project

- Working with the GLOBAL.MPT
- Custom Views
- Custom Filters
- Custom Tables
- Custom Fields
- Project Organiser

#### Multiple Project Management

- Linking Projects
- Resources in Linked Projects

#### Macros

- Running a Macro
- Recording a Macro
- Adding a Macro to a Toolbar

#### Importing and Exporting Data

- Copying and Pasting Data
- Linking Data

#### Resolving Resource Conflicts

- Assigning Resources
- Finding Over-Allocations
- Strategies for Solving Over-Allocations
- Changing Work Contours

#### Publishing Project Data to the Internet

- Import/Export Maps
- Converting to HTML Format