

Training Course Specification

Course: **MS Project 2007 Level 3; Advanced**

Duration: **One-Day**

COURSE OBJECTIVES: This course builds on day-to-day project management using MS Project, covering the advanced features of the application, including heavy emphasis on customising the application itself.

WHO SHOULD ATTEND: 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.

EXPERIENCE NEEDED: Delegates should ideally have sat the Intermediate course but in any case should have a good working knowledge of Microsoft Project.

COURSE CONTENTS:

1: 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

2: 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

3: Templates, Wizards and Macros.

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

4: 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

5: Overview of MS Project Macros & 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