

Customised IT and Soft Skills training to suit your needs

Microsoft Project 2013 Advanced Training

Project 2013 Advanced Course Objectives

This training is tailored to your exact Course Prerequisite

Audience

This course is aimed at existing Microsoft Project users who have specific and more advanced training Course Prerequisite.

Course Prerequisite

As this course is tailored, you do not need any experience on Microsoft Project

Course Duration

This is a 1 day Project 2013 Advanced Course. The course starts at 09:30 and runs until 16:30

Course Locations / Schedule

This course can be run at our Project training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled courses.

Work with Objects and Drawing Tools

- Insert Clip Art, Spread sheets, Word Documents
- Organization Charts
- Using Drawing Tools
- Linking Objects to Tasks or Dates
- Show / Hide Embedded Objects

Adding Hyperlinks

- Internal Hyperlinks
- Link to Word Bookmarks
- Link to Excel Range Names
- Hyperlink Table

Advanced Grouping & Filtering

- Create Custom Groups
- Create Custom Filters
- Use organiser to transfer them

Advanced Tables and Views

- Creating Custom tables
- Formatting tables
- Formatting Gantt Chart bar styles
- Change Gantt chart View options (link lines)
- Copy views, Create new views and customise them
- Use Organiser to transfer filters, groups, tables, calendars, views, reports
- Understanding the Global.mpt

Resource / Task Allocations Advanced

- Using split views with task usage and resource usage
- Using the task usage to deal with over allocations
- Resource chart
- Enter overtime
- Share workload
- Team Planner
- Recurring tasks
- Updating project
- Comparing project versions

Reporting

- Custom Reports
- Edit report text styles
- Edit report printing options
- Edit a report structure using tables filters and groups
- Create a new report using new tables filters and groups
- External report options (visual reports in other Apps)

Multiple Projects

- Advantages and Disadvantages over summary tasks
- Sharing Resources (resource pool)
- Inserting Subproject's

- Subproject options
- External Predecessors and Successors
- Using the WBS
- Defining the WBS

Interaction with Outlook

- Email update tasks
- Team assign
- Team status

Advanced Formatting

- Using and Applying Templates

Project Server Overview

- A brief demonstration and overview of using Project Server / SharePoint



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