

Microsoft Project 2016 Advanced

Duration: 1 Day

At the end of the course delegates should be able to customize project fields, work with multiple projects and shared resource pools. They should also be able to record and run macros. Please note that delegates must be able to create a task and resource schedule prior to attending this course.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Recap on Resources

- Assigning resources
- Managing over allocations using Team Planner

Recap on Tracking

- Setting a baseline
- Inputting actuals and tracking the project

More on Resources

- Resource scheduling
- Effort driven scheduling
- Resource levelling

More on Tracking

- Adding Progress lines
- Visual reports
- Working with other views
- Formatting Network Diagram and Calendar Views

Templates

- Using standard templates for projects with similar schedules

Transferring Data between Applications

- Importing and exporting data to Excel using export maps
- Copying schedule pictures into Word and PowerPoint

Customising the Project Environment

- Creating custom fields
- Using traffic light systems for reporting
- Creating customised tables and reports
- Customising filters
- Customising views
- Using Organizer to copy tables, reports etc to other files

Macros

- Recording macros
- Assigning macros to the Quick Access Toolbar and the Ribbon