

Microsoft Project 2003 – Advanced

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Overview

This course is designed for existing MS Project users who need to utilise some of the advanced features to manage projects successfully. It will give you a clear understanding of Project's advanced features used to manage projects and show you the practical skills needed to schedule multiple projects, share resources between projects and monitor and report on the progress of projects.

Learning Method

This course uses a combination of instructor presentation, and student hands-on practical exercises. Each participant will be given a set of notes and will have the opportunity to apply what they have learned in the classroom throughout the course.

Who will benefit from this course?

Any computer user who needs to track resources and timelines for completion and delivery, including:

- Production managers
- Project managers
- Logistics staff
- Schedulers

Pre-Requisites for this course

This is a demanding and intensive course that uses predominantly hands-on exercises. A good working knowledge of MS Project is required and an understanding of basic project management principles and concepts. Equivalent skills or completion of Microsoft Project 2003 Introduction is needed.

What you can expect to gain from this course?

After completing this course, you will be able to:

- Create a multiple project plan, manage shared resources
- Link tasks across projects
- Customise field and create formulas for calculated fields
- Incorporate customised outline structures into the project
- Transfer information between Ms project and other applications
- Customise fields, tables, views, filters and reports
- Resolve resource allocation problems across multiple projects
- Create macros to automate MS Project

Duration: 2 days

**Scheduled In:
MELBOURNE**

**On Demand In:
SYDNEY
BRISBANE
CANBERRA**

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Course Content

- Custom fields
- Custom tables
- Custom filters
- Custom views
- Custom reports
- Working with other applications
- Consolidating projects
- Resource pools
- Resource pool levelling
- Macros
- Overview of project server

Related Courses

Microsoft Project 2003 Introduction