

MS PROJECT – Level 2



Computer Smart TRAINING CENTRE

This course will provide you with the tools to exercise greater cost and management control over your projects, enabling you to work on projects, avoid scheduling conflicts, exchange project data with other users and customise reports, etc. You will also learn how to track the project, displaying data in a variety of forms and charts.

Project Views:

- Working With Views
- Combination Views
- Creating Your Own Views
- Creating A Combination View
- Placing Views On The Menu
- Sharing New Views With Other Projects

More Tables & Filters:

- Overview Of Tables And Filters
- Understanding Tables
- Creating A New Table
- Using The New Table
- A Clayton's Table
- Exploring Filters
- Creating A Custom Filter

Templates:

- Templates Overview
- Examining Existing Templates
- Creating A New Template
- Using A Template
- Modifying A Template
- Changing The Global Template
- Removing Items From The Global Template
- Copying Items Between Projects

Reporting Techniques:

- Reporting Techniques Overview
- Inserting Page Breaks
- Removing Page Breaks
- Using Predefined Reports
- Modifying A Predefined Report
- Cross tabulation Reports
- Dissecting A Cross tabulation
- Creating A Cross tabulation Report
- Sharing Custom Reports

Project On The Web:

- Overview Of Project On The Web
- Saving To HTML
- Viewing An HTML File
- Saving To An HTML Template
- Copying A Picture
- Saving To HTML With A Picture
- Project On The Web Quick Reference

Multiple Files:

- Multiple Files Overview
- Working With Multiple Files
- Creating A Workspace
- Using A Workspace File
- Hiding Files
- Un hiding Files

Project In A Workgroup:

- Sharing Your Projects
- Sending A Project
- Creating A Routing Slip
- Sending With A Routing Slip
- Receiving A Routed Project
- Receiving Feedback

Project VBA:

- Project VBA Overview
- Using Existing Macros
- Examining The Macro Code
- Recording Your Own Macro
- Using The Visual Basic Toolbar
- Running Your Macro
- Changing Your Macro
- Sharing The Macro With Other Projects

Downsizing A Project:

- Downsizing Overview
- Examining The Large Project
- Creating Smaller Projects
- Creating A Master Project
- Aligning The Projects

Linked Projects:

- Linked Projects Overview
- Combining Multiple Projects
- Using A Combined Project
- Changing Data In A Combined Project
- Saving A Combined Project
- Opening A Combined Project
- Inserting Projects
- Breaking Project Links
- Creating A Read-Only Sub-Project
- Inserting Task Links

Shared Resources:

- Shared Resources Overview
- Creating A Common Resource Pool
- Linking To An External Resource Pool
- Assigning Resources From A Pool File
- Working With Shared Resources
- Checking For Links
- Managing Shared Resource Files
- Creating A Resource Workspace

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