

*This course is intended for people who wish to improve their advanced knowledge and skills in the use of Microsoft Project 2003. It covers advanced features of Microsoft Project 2003 including project views, tables and filters. putting projects on the Web, multiple projects, resource sharing, and more.*

## Pre-Requisites

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It is recommended that students have basic experience with Microsoft Windows and have attended a Project Essentials course or have the equivalent knowledge and skills.

## Dates

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27 & 28 August, 2008  
23 & 24 October, 2008

## Duration

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2 Days

## Cost

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\$600 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

## Contact Details

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## Course Content

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### 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
- Project Views Quick Reference

### 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
- More Tables & Filters Quick Reference

### 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
- Templates Quick Reference

### Other Applications

- Exporting Overview
- Copying To Microsoft Word
- Copying To Microsoft Excel
- Linking To Microsoft Excel
- Exporting To Microsoft Excel
- Exporting To A Microsoft Excel Pivot Table
- Exporting To Microsoft Access
- Appending More Information
- Other Applications Quick Reference

### 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
- Reporting Techniques Quick Reference

### 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
- Unhiding Files
- Multiple Files Quick Reference

### 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
- Linked Projects Quick Reference

### 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
- Shared Resources Quick Reference
- Downsizing a Project
- Downsizing Overview
- Examining the Large Project
- Creating Smaller Projects
- Creating a Master Project
- Aligning the Projects
- Downsizing a Project Quick Reference

### 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 in a Workgroup Quick Reference

### 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
- Project VBA Quick Reference