

Project Foundation (2003/2007)

Proposed course outline

Use more advanced features of MS Project to customise projects, work with graphics and other Office data. Work with multiple project and manage shared resources.

Courses are tailored to individual requirements but topics which may be covered include:

Graphics, Objects and Linking

- Inserting ClipArt and pictures
- Importing data from Office applications
- Import & Export Wizard
- Linking Word & Excel data
- Hyperlinks
- Drawing tools
- Linking objects
- Showing/hiding objects

Sorting and Filtering

- Creating custom filters
- Autofilters
- Custom reports
- Custom views
- Custom tables
- Adding/removing columns

Multiple Projects

- Sharing Resources
- Creating a Resource Pool
- Managing the Resource Pool
- Inserting Subproject's
- External Predecessors and Successors
- Consolidating Projects