



Microsoft Project Advanced

1 Day Course

OVERVIEW

This practical workshop will cover sophisticated tools and techniques within Microsoft Project. This builds on the Introduction course and will give delegates a complete toolbox for the control of projects and programmes.

Features Covered:

Review of Project and the delegate experience.

Configure and Manage Project Views

Incorporate Tables and Filters

Create and Manipulate Task Relationships

Share Resources from a Resource Pool

Resource Levelling

Work with Materials and Costs

Use Project Monitoring

Share your Projects

Downsize a Project

Link Projects

Create a (Lookup) Drop Down Column

Use Formula and Functions in Columns

Use the IF Decision Statement

Use Switch to Update Fields

Create and use Macros

AUDIENCE

In a tutor-led environment this advanced level course is designed to illustrate the power and versatility of Microsoft Project and how it can help experienced managers at all levels exploit the power of Microsoft Project.

Delegates will go beyond the basic functionality of the software and explore the more advanced functions and facilities available for the management of complex projects.

OBJECTIVES

After completion of the course delegates should be able to:

PREREQUISITES

Delegates must be experienced with using Microsoft Project and have ideally attended our MS Project Introduction training course, or possess equivalent skills or knowledge.

COURSE FEE: £300 per person (includes course notes & refreshments)

To make a booking and for all enquiries:

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