



MICROSOFT PROJECT

Level 2

SQUAR@ONE

COURSE OVERVIEW

WHO SHOULD ATTEND?

This course is for existing Project users who wish to build on their existing knowledge and use Project advanced features to track progress and customise its environment to your specific needs.

OBJECTIVES

This course will build on your existing skills by teaching you how to use some of the more complex features of Microsoft Project. Once you have completed this course you will be able to set plans and deadlines, manage costs and accurately track your progress.

DURATION: 1 DAY

Review of the Microsoft Project Environment

- The Role of Microsoft Project
- The Microsoft Project Environment

Updating a Project Plan

- Enter Task Progress
- Split a Task
- Reschedule a Task
- Filter Tasks
- Set an Interim Plan
- Add Fixed Costs to Tasks

Fine Tuning Resources

- Applying Overtime Rates
- Using the Resource Graph
- The Resource Management Toolbar
- Levelling Resources

Managing Project Costs

- Update Cost Rate Tables
- Group Costs
- Link Documents to a Project Plan

Tracking a Project

- Setting the Baseline
- Changing the Status Date
- Tracking Changes
- Completion Percentages
- Entering Actuals
- Tracking Costs

Reporting Project Data Visually

- Create a Visual Report
- Customise a Visual Report
- Create a Visual Report Template

Integrating Project with Other Office Applications

- Import Project Information
- Export Project Plan Data into Excel
- Copy a Picture of the Project Plan

Printing

- Print Reports
- Print Views

“**THOROUGHLY ENJOYED THIS EXCELLENT COURSE**”