MICROSOFT PROJECT
ADVANCED LEVEL COURSE

Prerequisites:
Attendees should have attended, or have knowledge equivalent to the Introductory & Intermediate Level courses.

Duration:
One day course.

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
- Exploring Filters
- Creating A Custom Filter
- Creating Custom Fields

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

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

Linked Projects
- Linked Projects Overview
- Consolidating Multiple Projects
- Using A Consolidated Project
- Changing Data In A Consolidated Project
- Saving A Consolidated Project
- Opening A Consolidated 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

Project & 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

Project On The Web
- Saving To HTML
- Viewing An HTML File
- Copying A Picture
- Saving To HTML With A Picture