



Microsoft Project Intermediate Course

Aim of the course:

To build on the user's knowledge of Microsoft Project and, in particular, to enable the user to track and manage an existing project

Topics Covered

Viewing the Project Data

- Displaying particular information
- Types of filters
- Creating and modifying a view
- Finding cells and rows quickly

Formatting Project Elements

- Formatting Text
- Formatting Gantt Charts
- Copying graphics to other applications

Working with Baselines

- Setting and saving a baseline
- Adding a task to a baseline
- Changing Baseline information

Working with the Schedule

- Entering actual start and finish dates
- Updating task information
- Tracking material resources
- Displaying progress lines

Sharing Information with other programmes

- Copying information
- Linking from and to
- Importing and Exporting Project Information

Setting up a Workgroup

- Exchanging Project information with others
- Setting up the workgroup and email system
- Working with hyperlinks

Working with Multiple Projects

- Consolidating Projects
- Large projects into smaller projects
- Linking tasks between projects
- Sharing resources
- Working with workspaces

Keyboard and Windows experience is necessary for students attending this course plus some experience of both Microsoft Project and Project Management.