

# Microsoft® Project

## Advanced

### Course Description

In this course, you will learn how to manage and customize project plans during the implementation stage of a project, as well as work with Master/Sub Projects. Both Classic Reports and Visual Reports will be explored during the course. The sharing of Calendars, Tables, Views and Filters will also be covered. Automation of some common tasks in Project will be demonstrated and practiced through the use of Visual Basic for Application (VBA) Macros.

### Audience

This course is designed for individuals who have an understanding of project management concepts, who have the basic skills to create and modify project plans using Microsoft Project 2010, and who need to use Microsoft Project to manage and customize those plans through the implementation stage of a project.

### Skills Taught

#### Working with Project Files

- Working with Files
- Using the Organizer
- Saving Cube Data
- Comparing Projects

#### Advanced Topics

- Working with Variances
- Advanced Task Operations
- Project Costs
- The Work Breakdown Structure Code
- Adding a Graphical Indicator

#### Formatting Your Project

- Adding a Shape
- Formatting a Shape
- Formatting the Gantt Chart, Part One
- Formatting the Gantt Chart, Part Two

#### Creating Reports

- Creating Reports
- Creating Visual Reports
- Creating a Network Diagram
- Creating a Calendar

#### Working with Multiple Projects

- Versions of Microsoft Project
- Working with Resource Pools
- Working with Multiple Projects, Part One
- Working with Multiple Projects, Part Two

#### Using Macros

- Recording Macros
- More Macro Tasks
- Visual Basic and Macros
- Advanced Visual Basic Tasks