



❖ General Description

Microsoft Project 2013 - Module 2 is designed for users of Microsoft Project who want to take their skills beyond creating simple projects. It is particularly suited to Microsoft Project users who work with multiple projects and have a need to produce elaborate and detailed reports

❖ Learning Outcomes

At the completion of this course you should be able to:

- work more productively with project views
- work with tables in **Microsoft Project**
- work with some of the features that allow you to control your data
- format projects to make them more appealing and relevant
- print data from **Gantt Charts** in a variety of ways and presentations
- run and modify standard reports as well as create your own custom reports
- work with and create project templates
- work with and understand **Microsoft Project** project files
- work with and link multiple projects in **Microsoft Project**
- create shared resources for use amongst multiple projects
- downsize large project files into more manageable entities
- export project data to other applications
- create **VBA** macros to automate operations in a project file

❖ Prerequisites

The skills and knowledge acquired in **Microsoft Project 2013 - Module 2** will build on the basic skills of creating a project, and include skills such as working with project files, project and file linking, printing and reporting, project downsizing, sharing resources, and using Project VBA to automate operations

❖ Topic Sheets

129 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Duration

This course is based around a 1 day training program consisting of 7 hours class training.

❖ After training support

All the training material will be available for the delegate to use after the training day through our online workroom.



Contents

Project Views

- Understanding Project Views
- Working With The Standard Views
- Creating Split Views
- Creating A Custom View
- Creating A Custom Combination View
- Using Custom Views
- Customising The View Menus
- Saving An Existing View
- Deleting Unwanted Views
- Keeping New Views Local

Tables

- Exploring Tables
- Creating A New Table
- Adding Fields To A Table
- Formatting Table Fields
- Using A Custom Table
- Using A Hyperlink Field

Controlling Project Data

- Understanding The Data Tools
- Basic Data Highlighting
- Highlighting Date Ranges
- Highlighting A Range Of Tasks
- Highlighting Tasks With Specific Resources
- More Highlight Filters
- Applying Filters
- Creating A Custom Filter
- Using A Custom Filter
- Editing Existing Filters
- Deleting An Unwanted Filter
- Grouping Tasks
- Using AutoFilters

Formatting Projects

- Understanding The Timescale
- Changing Time Periods
- Showing Tiers
- Modifying Specific Tiers
- Formatting For Non-Working Time
- Changing Text Styles
- Working With Gridlines
- Displaying Progress Lines
- Working With Progress Lines
- Changing The Layout
- Understanding Gantt Chart Bars

- Changing Gantt Chart Styles
- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

Printing Gantt Charts

- Placing Printing Commands On The Ribbon
- Using Print Preview
- Setting Page Breaks
- Printing Specific Dates And Pages
- Printing Headers
- Printing Footers
- Working With The Legend
- Getting The Right Report Fit
- Exporting To PDF

Microsoft Project Reports

- Understanding Project Reports
- How Reports Work
- Running A Report
- Formatting Chart Objects
- Manipulating Report Data
- Filtering Report Data
- Cloning An Existing Report
- Creating A New Report
- Enhancing Report Appearance
- Making Reports Global
- Removing Unwanted Reports

Project Templates

- Understanding Project Templates
- Examining The Templates
- Saving A Project As A Template
- Using A Custom Project Template
- Specifying The Personal Templates Folder
- Using The Personal Template Folder
- Modifying A Template
- Understanding The Global Template
- Organising The Global Template
- Applying A Newly Organised Item
- Removing Items From The Global Template

Microsoft Project Files

- Opening A Project 2007 File
- Moving A Project's Start Date
- Working With Multiple Files
- Hiding Open Files

Linking and Combining Projects

- Understanding Linked Projects
- Combining Projects
- Viewing A Combined Project
- Printing From A Combined Project
- Setting A Combined Project Start Date
- Changing Data In A Combined Project
- Saving And Closing A Combined Project
- Using Only The Combined Project File
- Using Only Subproject Files
- Inserting Subprojects
- Breaking Subproject Links
- Creating A Read Only Subproject
- Inserting Task Lines
- Creating A Summary Milestone

Shared Resources

- Understanding Resource Sharing
- Creating A Common Resource Pool
- Linking To An External Pool
- Linking A New Project File To The Pool
- Assigning Resources From The Pool
- Working With Shared Resources
- Checking For Resource Links
- Managing Shared Resources
- Opening Shared Resource Projects
- Opening The Resource Pool Only
- Assembling A Resource Master
- Working With A Resource Master

Downsizing Larger Projects

- Understanding Project Downsizing
- Creating The Resource File
- Creating Smaller Projects
- Linking Subprojects To Resources
- Preparing For The Master Project
- Creating The Downsized Master File
- Setting Project Links
- Finalising The Master

Other Applications

- Understanding Working With Applications
- Copying A Gantt Chart Image
- Copying Table Data



INFOCUS COURSEWARE

Microsoft Project 2013 Module 2



Product Code: INF1371

- Copying To Microsoft Excel
- Linking To Microsoft Excel
- Exporting To Microsoft Excel
- Exporting To Excel Using A Map
- Using Visual Reports

Microsoft Project VBA

- Understanding Microsoft Project VBA
- Accessing The Developer Tab
- Recording A Macro
- Running A Macro
- Editing A Macro
- Running An Edited Macro
- Localising A Macro
- Running A Localised Macros

Product Information

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