



Microsoft Project 2010

Module 2



INFOCUS COURSEWARE

Module Series

Order Code: INF1071

ISBN: 978-1-921939-04-4

❖ General Description

The skills and knowledge acquired in this course 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.

❖ Learning Outcomes

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

- work more productively with views in **Microsoft Project**
- 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
- use the predefined reports that have been built into **Microsoft Project**
- work with and create project templates
- work with and link multiple projects in **Microsoft Project 2010**
- 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

❖ Target Audience

This course is designed for users of **Microsoft Project 2010** 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.

❖ Prerequisites

This course assumes that the participant can create basic projects using **Microsoft Project 2010**, including entering tasks and resources, resolving resourcing conflicts, and working with the various views. A reasonable understanding of file management techniques in the Windows or MAC environments would be handy.

❖ Pages

162 pages

❖ Nominal Duration*

Anticipated duration of 10-12 hours self study or 1 day class led training 9am – 5pm.

❖ Methodology

The In Focus 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.



Contents

➤ Project Views

- ✓ Understanding Project Views
- ✓ Working With Standard Views
- ✓ Creating Split Views
- ✓ Creating A Custom View
- ✓ Creating A 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 Data Tools
- ✓ Using Highlighting
- ✓ Using Filters
- ✓ Creating 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 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

➤ Gantt Chart Printing

- ✓ Displaying Printing Commands
- ✓ Performing A Print Preview
- ✓ Setting Page Breaks
- ✓ Printing Specific Dates And Pages
- ✓ Inserting Headers
- ✓ Inserting Footers
- ✓ Working With The Legend
- ✓ Getting The Right Report Fit

- ✓ Printing To PDF

➤ Predefined Reports

- ✓ Understanding Predefined Reports
- ✓ Using A Predefined Report
- ✓ Using Report Lists
- ✓ Modifying An Existing Report
- ✓ Crosstabulation Reports
- ✓ Dissecting A Crosstabulation Report
- ✓ Creating A Custom Crosstabulation
- ✓ Adjusting The Details Of A Custom Report
- ✓ Sharing Custom Reports

➤ Templates

- ✓ Understanding Templates
- ✓ Navigating Through The Templates
- ✓ Saving A Project As A Template
- ✓ Using A Custom Template
- ✓ Creating A Template Shortcut
- ✓ Managing My Templates
- ✓ 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

- ✓ The Compatibility Conundrum
- ✓ Opening A Microsoft Project 2007 File
- ✓ Moving A Project
- ✓ Working With Multiple Files
- ✓ Finding The Workspace Command
- ✓ Creating A Workspace
- ✓ Using A Workspace
- ✓ Hiding Files That Are Open

➤ 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 Links
- ✓ 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
- ✓ 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 VBA In Microsoft Project
- ✓ Accessing The Developer Tab
- ✓ Recording A Macro
- ✓ Running A Macro
- ✓ Examining The Macro Code
- ✓ Making A Macro Global
- ✓ Adding A Macro To The QAT

➤ Concluding Remarks