

Duration 1 day**Pre Requisites**

Delegates should be familiar with the basic planning, tracking and reporting functions of the package.

Objectives

This course is designed for delegates who need to apply some of the more advanced features available in the package. The course examines ways to better manage and report on ongoing projects through more advanced handling of project information.

Versions Available

98, 2000, XP, 2003

Course Content

- **Review of General Features**
Resource Scheduling
Tracking & entering actual progress
- **Customising**
Tables & Views
Forms
Filters
Menus & Toolbars
Reports
- **Managing Project Files**
Find Files, Saving Workspace
Templates
File Password Protection
Organizer
Workgroup Features
- **Multiple Projects**
Sharing Resources from a Pool
Inserting Projects to consolidate
- **Transferring Project Data**
Copying & Moving Information
Linking Projects and Task Data
Linking & Embedding Objects
Charting data in Excel
Mapping data to a Database
- **Introduction to Macros**
Recording and running Macros
Automating Command Actions
- **Advanced Techniques**
PERT Analysis
Earned Value Analysis

To book this course email learn@trainingedge.co.uk