

Project Level 3



A one day course for people highly experienced with Microsoft Project

Prerequisites

This course assumes the student to have completed the preceding Levels, or have equivalent knowledge.

Chapter 1 - Customising Project

- Course Prerequisite
- Customise Table Definitions
- Modify Field Settings
- Add a Column to an Existing Table
- Customise a Text Field
- Convert a Text Field to a Lookup
- Restricting Entries to the List
- Customise a Flag Field
- Calculate with a Cost Field
- Conditional Calculations
- Create a Custom Filter
- Custom Group Tasks
- Rollup Summaries for Group Totals
- Create a Custom Report
- Modify the Custom Report
- Use Organizer to Copy Customisations

Chapter 2 - Import and Export Data

- Export to Excel
- Create a New Custom Map
- Use an Existing Map
- Import from Excel using a Map
- Copy Picture
- Save As PDF

Chapter 3 - Assorted Tricks

- Create a Template
- Use a Template
- Modify a Template
- Create Custom WBS Codes
- Modify and Renumber WBS Codes
- Add Page Breaks to the Gantt Chart
- Print Specific Date Ranges
- Record a Macro
- Run the Macro
- Edit the Macro
- Add a Macro to the Ribbon

Chapter 4 - Agile Projects (Subscription version only)

- New Agile Project Views
- Filter Tasks by Summary
- Add a New Column
- Change the Order of Columns
- Set %Complete for Columns
- Assign Resources in Task Board
- Customise Task Cards
- Track Using Task Boards
- Reports
- Sprints
- Add Sprints to an Existing Project
- Assign Tasks to Sprints
- View Individual Sprints and Task Boards
- Track Sprints
- Manage Agile Tasks using Gantt Chart
- Create a New Sprints Project