

## **MS Project Advanced**

Duration: 1 Day

Private or in-  
company bookings  
only

Through **MS Project** you can monitor and schedule your projects using resources such as people, equipment, time and money. You can analyse your project information by using Gantt charts, graphs, tables and views and you can track how your project progresses, identifying what to do if it doesn't proceed to plan.

### **Course Objectives:**

This Advanced Microsoft Project training course is designed to familiarise clients with Microsoft Project's more advanced functions.

### **Course Content:**

#### **Custom Filters and Groups**

- Creating a Filter
- Filtering using calculations
- Creating custom groups

#### **Custom Calculated Fields**

- Creating custom fields
- Calculated custom fields
- Using custom indicators

#### **Custom Tables and Views**

- Creating a Table
- Creating a View

#### **Forms**

- Creating a Form
- Add a Form icon to a toolbar
- Creating a Report

#### **PERT Analysis**

- Using PERT to estimate Task Durations

#### **Using Excel to Analyse Project Data**

- Creating custom export maps
- Creating Pivot Tables from Project Data

#### **Using Macros**

- Recording a macro
- Running a macro
- Assigning macros to toolbars

#### **Project Templates**

- Creating a Template
- Editing a Template
- Using Templates
- Using the Organiser

#### **Prerequisites**

- Completion of our standard MS Project course or equivalent knowledge.