

One-on-One Personal Computer Training

Get Started Here

Microsoft Project is a popular application for project management.

One-on-One Personal Computer Training provides a comprehensive introduction to Project 2003 and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are new to project management software. It covers the essential features people need in day-to-day use of Project.

At the end of the course, the student will be able to:

- ☞ work with the various views and create custom views
- ☞ work with the various table and filter techniques
- ☞ use, create and modify project templates
- ☞ export data from Project to other applications
- ☞ work with the predefined reports and create new custom reports
- ☞ create Web pages based on Project data
- ☞ work with multiple project files simultaneously and create workspaces
- ☞ work with linked projects
- ☞ work with shared resources where more than one project uses the same resource pool
- ☞ successfully break large project files down into more manageable chunks
- ☞ send and route project files to other members of a network workgroup
- ☞ create and use macros in Project.

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Advanced Project 2003 2-Day Course

1. Project Views
 1. Working With Views
 2. Combination Views
 3. Creating Your Own Views
 4. Creating A Combination View
 5. Placing Views On The Menu
 6. Sharing New Views With Other Projects
 7. Project Views Quick Reference
2. More Tables & Filters
 1. Overview Of Tables And Filters
 2. Understanding Tables
 3. Creating A New Table
 4. Using The New Table
 5. A Clayton's Table
 6. Exploring Filters
 7. Creating A Custom Filter
 8. More Tables & Filters Quick Reference
3. Templates
 1. Templates Overview
 2. Examining Existing Templates
 3. Creating A New Template
 4. Using A Template
 5. Modifying A Template
 6. Changing The Global Template
 7. Removing Items From The Global Template
 8. Copying Items Between Projects
 9. Templates Quick Reference
4. Other Applications
 1. Exporting Overview
 2. Copying To Microsoft Word
 3. Copying To Microsoft Excel
 4. Linking To Microsoft Excel
 5. Exporting To Microsoft Excel
 6. Exporting To A Microsoft Excel Pivot Table
 7. Exporting To Microsoft Access
 8. Appending More Information
 9. Other Applications Quick Reference

5. Reporting Techniques
 1. Reporting Techniques Overview
 2. Inserting Page Breaks
 3. Removing Page Breaks
 4. Using Predefined Reports
 5. Modifying A Predefined Report
 6. Crosstabulation Reports
 7. Dissecting A Crosstabulation
 8. Creating A Crosstabulation Report
 9. Sharing Custom Reports
 10. Reporting Techniques Quick Reference
6. Project On The Web
 1. Overview Of Project On The Web
 2. Saving To HTML
 3. Viewing An HTML File
 4. Saving To An HTML Template
 5. Copying A Picture
 6. Saving To HTML With A Picture
 7. Project On The Web Quick Reference
7. Multiple Files
 1. Multiple Files Overview
 2. Working With Multiple Files
 3. Creating A Workspace
 4. Using A Workspace File
 5. Hiding Files
 6. Unhiding Files
 7. Multiple Files Quick Reference
8. Linked Projects
 1. Linked Projects Overview
 2. Combining Multiple Projects
 3. Using A Combined Project
 4. Changing Data In A Combined Project
 5. Saving A Combined Project
 6. Opening A Combined Project
 7. Inserting Projects
 8. Breaking Project Links
 9. Creating A Read-Only Sub-Project
 10. Inserting Task Links
 11. Linked Projects Quick Reference
9. Shared Resources
 1. Shared Resources Overview
 2. Creating A Common Resource Pool
 3. Linking To An External Resource Pool
 4. Assigning Resources From A Pool File
 5. Working With Shared Resources
 6. Checking For Links
 7. Managing Shared Resource Files
 8. Creating A Resource Workspace
 9. Shared Resources Quick Reference

10. Downsizing A Project
 1. Downsizing Overview
 2. Examining The Large Project
 3. Creating Smaller Projects
 4. Creating A Master Project
 5. Aligning The Projects
 6. Downsizing A Project Quick Reference
11. Project In A Workgroup
 1. Sharing Your Projects
 2. Sending A Project
 3. Creating A Routing Slip
 4. Sending With A Routing Slip
 5. Receiving A Routed Project
 6. Receiving Feedback
 7. Project In A Workgroup Quick Reference
12. Project VBA
 1. Project VBA Overview
 2. Using Existing Macros
 3. Examining The Macro Code
 4. Recording Your Own Macro
 5. Using The Visual Basic Toolbar
 6. Running Your Macro
 7. Changing Your Macro
 8. Sharing The Macro With Other Projects
 9. Project VBA Quick Reference

Prerequisites

Mandatory Requirements - All attendees in the Microsoft Project Advanced course must have previously undertaken the Microsoft Project Level 1 & 2 Course. There are no exceptions to this rule.

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