



## MICROSOFT PROJECT - ADVANCED

*A One Day Course Covers:*

### 1. Templates

- Using a Built-In Template
- Creating a Template

### 2. Customising Project

- Creating A Base Calendar
- Custom Views
- Custom Filters
- Custom Forms
- Custom Tables
- The Table Definition Screen
- Modifying Tables on Screen
- Custom Fields
- Organizer

### 3. Macros

- Recording a Macro
- Adding a Macro to a Toolbar

### 4. Assigning Resources

- Resource Work, Duration & Task Type
- Assignment Information

### 5. Resolving Resource Conflicts

- Finding Over Allocations
- Strategies for Solving Over Allocations

### 6. Sharing Resources

- Creating a Resource Pool
- Updating and refreshing a Resource Pool
- Closing Files with Shared Resources

### 7. Multiple Project Management

- Linking Projects
- Resources in Linked Projects

### 8. Importing/Exporting Data

- Export Maps
- Import Maps
- Deleting Maps
- Converting to HTML format
- Hyperlinks

### 9. Workgroup Communications

- Setting up a Workgroup
- Workgroup Identifiers
- Sending and Responding to Task Requests



Authorised  
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