Project Intermediate

Available in Office 365, 2019, 2016, 2013 & 2010

ITS SmartStyle Training

Revision of Fundamental Topics

Importing & Exporting Data
- Importing & Exporting Data
- Creating & using Import/Export Maps
- Object Linking & Embedding

Scheduling Tasks, Date Constraints & Deadlines
- Scheduling with Dates
- Quick Scheduling with the Mouse
- Splitting & Recurring Tasks
- Constraining Tasks with Dates
- Applying Task Deadlines
- Removing Deadlines & Date Constraints

Master & Sub Projects
- Creating a Master Plan
- Inserting & Deleting Sub Projects
- Cross Project Dependency Links
- Multiple Project Critical Paths

Managing Multiple Resource Assignments
- Assigning Additional Resources to Tasks
- Part Time Resource Assignments
- Viewing Resource, & Assignment Details
- Task Types & Effort Driven Scheduling
- Using Resource Views to Identify Over Allocations Resolve Conflicts
- Resource Levelling

Managing Baselines & Comparing Projects
- Creating a Project Baseline
- Comparing Plans with a Baseline
- Adding Tasks to a Baseline
- Clearing Baseline Data
- Working with Multiple Baselines

Gantt Chart Formatting
- Formatting Text & Text Styles
- Applying and Removing Gridlines
- Formatting Bars & Creating Bar Styles
- Formatting Working Times, Non-Working Times & the Timescale

Project Reporting
- Updating File Properties
- Viewing & Printing Reports
- Creating Visual Reports

Course Duration: 1 Day

Price Per Delegate: £245
(Public Scheduled Course)

Price Per Course: £745
(On-Site at Customer Premises)

Suitable For:
This course is aimed at those who create simple project plans who need greater control over tasks and who work with multiple projects simultaneously.

Learning Outcomes:
On completion of the course, delegates will be able to import project data from other plans and other source files, constrain tasks with dates and deadlines and monitor multiple projects in a single master plan. They will also be able to manage resource allocations, level over allocated resources and review progress using baselines.

Prerequisite Skills:
Delegates attending this course should be able to create simple project plans, add, edit and remove tasks and create task dependency links. They should also be able to add resource names to a project plan and assign resources to tasks.