



# Microsoft Project 2010

## Module 2



INFocus COURSEWARE

### Module Series

Order Code: INF1071 ISBN: 978-1-925121-85-8

#### ❖ General Description

The skills and knowledge acquired in this course will build on the basic skills of creating a project, and include skills such as working with project files, project and file linking, printing and reporting, project downsizing, sharing resources, and using Project VBA to automate operations.

#### ❖ Learning Outcomes

At the completion of this course you should be able to:

- work more productively with views in **Microsoft Project**
- work with tables in **Microsoft Project**
- work with some of the features that allow you to control your data
- format projects to make them more appealing and relevant
- print data from **Gantt Charts** in a variety of ways and presentations
- use the predefined reports that have been built into **Microsoft Project**
- work with and create project templates
- work with and link multiple projects in **Microsoft Project 2010**
- create shared resources for use amongst multiple projects
- downsize large project files into more manageable entities
- export project data to other applications
- create **VBA** macros to automate operations in a project file

#### ❖ Target Audience

This course is designed for users of **Microsoft Project 2010** who want to take their skills beyond creating simple projects. It is particularly suited to Microsoft Project users who work with multiple projects and have a need to produce elaborate and detailed reports.

#### ❖ Prerequisites

This course assumes that the participant can create basic projects using **Microsoft Project 2010**, including entering tasks and resources, resolving resourcing conflicts, and working with the various views. A reasonable understanding of file management techniques in the Windows or MAC environments would be handy.

#### ❖ Pages

162 pages

#### ❖ Nominal Duration\*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

#### ❖ Student Files

Many of the topics in this course require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF1071**.

#### ❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

#### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

#### ❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

\* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Monday, November 14, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

### Product Information



# Microsoft Project 2010

## Module 2



WATSONIA PUBLISHING

INFocus COURSEWARE

Module Series

Order Code: INF1071 ISBN: 978-1-925121-85-8

## Contents

### ➤ Project Views

- ✓ Understanding Project Views
- ✓ Working With Standard Views
- ✓ Creating Split Views
- ✓ Creating A Custom View
- ✓ Creating A Combination View
- ✓ Using Custom Views
- ✓ Customising The View Menus
- ✓ Saving An Existing View
- ✓ Deleting Unwanted Views
- ✓ Keeping New Views Local

### ➤ Tables

- ✓ Exploring Tables
- ✓ Creating A New Table
- ✓ Adding Fields To A Table
- ✓ Formatting Table Fields
- ✓ Using A Custom Table
- ✓ Using A Hyperlink Field

### ➤ Controlling Project Data

- ✓ Understanding Data Tools
- ✓ Using Highlighting
- ✓ Using Filters
- ✓ Creating A Custom Filter
- ✓ Editing Existing Filters
- ✓ Deleting An Unwanted Filter
- ✓ Grouping Tasks
- ✓ Using AutoFilters

### ➤ Formatting Projects

- ✓ Understanding The Timescale
- ✓ Changing Time Periods
- ✓ Showing Tiers
- ✓ Modifying Specific Tiers
- ✓ Formatting Non-Working Time
- ✓ Changing Text Styles
- ✓ Working With Gridlines
- ✓ Displaying Progress Lines
- ✓ Working With Progress Lines
- ✓ Changing The Layout
- ✓ Understanding Gantt Chart Bars
- ✓ Changing Gantt Chart Styles
- ✓ Changing Bar Text
- ✓ Formatting Selected Bars
- ✓ Changing Bar Styles

### ➤ Gantt Chart Printing

- ✓ Displaying Printing Commands
- ✓ Performing A Print Preview
- ✓ Setting Page Breaks
- ✓ Printing Specific Dates And Pages
- ✓ Inserting Headers
- ✓ Inserting Footers
- ✓ Working With The Legend
- ✓ Getting The Right Report Fit

- ✓ Printing To PDF

### ➤ Predefined Reports

- ✓ Understanding Predefined Reports
- ✓ Using A Predefined Report
- ✓ Using Report Lists
- ✓ Modifying An Existing Report
- ✓ Crosstabulation Reports
- ✓ Dissecting A Crosstabulation Report
- ✓ Creating A Custom Crosstabulation
- ✓ Adjusting The Details Of A Custom Report
- ✓ Sharing Custom Reports

### ➤ Templates

- ✓ Understanding Templates
- ✓ Navigating Through The Templates
- ✓ Saving A Project As A Template
- ✓ Using A Custom Template
- ✓ Creating A Template Shortcut
- ✓ Managing My Templates
- ✓ Modifying A Template
- ✓ Understanding The Global Template
- ✓ Organising The Global Template
- ✓ Applying A Newly Organised Item
- ✓ Removing Items From The Global Template

### ➤ Microsoft Project Files

- ✓ The Compatibility Conundrum
- ✓ Opening A Microsoft Project 2007 File
- ✓ Moving A Project
- ✓ Working With Multiple Files
- ✓ Finding The Workspace Command
- ✓ Creating A Workspace
- ✓ Using A Workspace
- ✓ Hiding Files That Are Open

### ➤ Linking and Combining Projects

- ✓ Understanding Linked Projects
- ✓ Combining Projects
- ✓ Viewing A Combined Project
- ✓ Printing From A Combined Project
- ✓ Setting A Combined Project Start Date
- ✓ Changing Data In A Combined Project
- ✓ Saving And Closing A Combined Project
- ✓ Using Only The Combined Project File
- ✓ Using Only Subproject Files
- ✓ Inserting Subprojects

- ✓ Breaking Subproject Links
- ✓ Creating A Read Only Subproject
- ✓ Inserting Task Links
- ✓ Creating A Summary Milestone

### ➤ Shared Resources

- ✓ Understanding Resource Sharing
- ✓ Creating A Common Resource Pool
- ✓ Linking To An External Pool
- ✓ Linking A New Project File To The Pool
- ✓ Assigning Resources From The Pool
- ✓ Working With Shared Resources
- ✓ Checking For Resource Links
- ✓ Managing Shared Resources
- ✓ Opening Shared Resource Projects
- ✓ Opening The Resource Pool Only
- ✓ Assembling A Resource Master
- ✓ Working With A Resource Master

### ➤ Downsizing Larger Projects

- ✓ Understanding Project Downsizing
- ✓ Creating The Resource File
- ✓ Creating Smaller Projects
- ✓ Linking SubProjects To Resources
- ✓ Preparing For The Master Project
- ✓ Creating The Downsized Master File
- ✓ Setting Project Links
- ✓ Finalising The Master

### ➤ Other Applications

- ✓ Understanding Working With Applications
- ✓ Copying A Gantt Chart Image
- ✓ Copying Table Data
- ✓ Copying To Microsoft Excel
- ✓ Linking To Microsoft Excel
- ✓ Exporting To Microsoft Excel
- ✓ Exporting To Excel Using A Map
- ✓ Using Visual Reports

### ➤ Microsoft Project VBA

- ✓ Understanding VBA In Microsoft Project
- ✓ Accessing The Developer Tab
- ✓ Recording A Macro
- ✓ Running A Macro
- ✓ Examining The Macro Code
- ✓ Making A Macro Global
- ✓ Adding A Macro To The QAT

### ➤ Concluding Remarks



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
info@watsoniapublishing.com  
www.watsoniapublishing.com

## Product Information