❖ **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. 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.

* 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.

Product Information

AUSTRALIAN MADE®

Microsoft Project 2010
Module 2

WP:
WATSONIA PUBLISHING

INFOCUS COURSEWARE

Module Series
Order Code: INF1071   ISBN: 978-1-921939-04-4

Contents

Product Information