

Microsoft Project 2007 Module 2

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, reporting, project downsizing, sharing resources, and using Project VBA to automate operations.
Learning Outcomes	<p>At the completion of this courseware you should be able to:</p> <ul style="list-style-type: none"> • work more productively with views in Microsoft Project • work with tables in Microsoft Project • work with and create project templates • export project data to other applications • use the predefined reports that have been built into Microsoft Project • format projects to make them more appealing and relevant • work with and link multiple projects in Microsoft Project • create shared resources for use amongst multiple projects • downsize large project files into more manageable entities • create VBA macros to automate operations in a project file
Target Audience	This course is designed for users of Microsoft Project 2007 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 2007 , including entering tasks and resources, resolving resourcing conflicts, and working with the various views. A reasonable understanding of file management techniques in the Windows environment would be handy.
Pages	188 pages
Approx* Duration	Watsonia Publishing <i>Modules</i> are based around a 2-day training program consisting of approximately 14 – 16 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com .
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

* Approximate 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 Thursday, May 01, 2014 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



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Module 2

Contents

Project Views

- Working With Views
- Combination Views
- Creating Your Own Views
- Creating A Combination View

Placing Views On The Menu

- Sharing New Views With Other Projects

More Tables & Filters

- Overview of Tables And Filters
- Understanding Tables
- Creating A New Table
- Using The New Table
- A Clayton's Table
- Exploring Filters
- Creating A Custom Filter

Templates

- Templates Overview
- Examining Existing Templates
- Creating A New Template
- Using A Template
- Modifying A Template
- Changing The Global Template
- Removing Items From The Global Template
- Copying Items Between Projects

Other Applications

- Exporting Overview
- Copying To Microsoft Word
- Copying To Microsoft Excel
- Linking To Microsoft Excel
- Exporting To Microsoft Excel
- Exporting To A Microsoft Excel Pivot Table

Reporting Techniques

- Reporting Techniques Overview
- Inserting Page Breaks
- Removing Page Breaks
- Using Predefined Reports
- Modifying A Predefined Report
- Crosstabulation Reports
- Dissecting A Crosstabulation
- Creating A Crosstabulation Report
- Sharing Custom Reports

Presenting Projects

- Overview of Presenting Projects
- Preparing a Project File to Copy

- Copying to PowerPoint
- Presenting Project on the Web

Multiple Files

- Multiple Files Overview
- Working With Multiple Files
- Creating A Workspace
- Using A Workspace File
- Hiding Files
- Unhiding Files

Linked Projects

- Linked Projects Overview
- Combining Multiple Projects
- Using A Combined Project
- Changing Data In A Combined Project
- Saving A Combined Project
- Opening A Combined Project
- Using Only Subproject Files
- Inserting Projects
- Breaking Project Links
- Creating A Read-Only Sub-Project
- Inserting Task Links

Shared Resources

- Shared Resources Overview
- Creating A Common Resource Pool
- Linking To An External Resource Pool
- Assigning Resources From A Pool File
- Working With Shared Resources
- Checking For Links
- Managing Shared Resource Files
- Creating A Resource Workspace

Downsizing A Project

- Downsizing Overview
- Examining The Large Project
- Creating Smaller Projects
- Creating A Master Project
- Aligning The Projects

Project VBA

- Project VBA Overview
- Using Existing Macros
- Examining The Macro Code
- Recording Your Own Macro
- Using The Visual Basic Toolbar
- Running Your Macro
- Changing Your Macro
- Sharing The Macro With Other Projects