



Microsoft Project 2016

Level 3



INFOCUS COURSEWARE

Product Code: INF1666

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❖ General Description

Microsoft Project 2016 - Level 3 aims to take the learner to more advanced levels of Microsoft Project. It covers a diverse range of topics including working simultaneously on multiple projects, sharing resources between several projects, downsizing very large projects, using templates, and automating operations with VBA.

❖ Learning Outcomes

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

- create and work with several types of custom fields
- create and work with **WBS Codes**
- create a custom view with a custom filter, group and table
- run and modify standard graphical reports as well as create your own custom reports
- create and work with visual reports
- work with and create project templates
- work with and link multiple projects in **Project**
- create shared resources for use amongst multiple projects
- downsize large project files into more manageable entities
- export project data to other applications
- collaborate on projects with others using **Skype** for **Business** and **SharePoint**
- create **VBA** macros to automate operations in a project file

❖ Prerequisites

Microsoft Project 2016 - Level 3 assumes a good understanding of creating projects, scheduling, and over allocation problem-solving. It is also necessary to have a general understanding of personal computers and the Windows operating system environment especially in regards to file management and file handling.

❖ Topic Sheets

121 topics

❖ Methodology

The InFocus 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 complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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Product Information



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Contents

Custom Fields

- Understanding Custom Fields
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