

2 DAYS

MICROSOFT PROJECT ADVANCED



Corporate IT Course

LEARNING OUTCOMES

- Enhance project plans with objects, charts, and linked files.
- Organise and navigate projects using custom groups, filters, and hyperlinks.
- Create and format tables, views, and reports for clear project presentation.
- Apply templates and advanced formatting for consistent, professional layouts.
- Manage resources, resolve overallocations, and handle recurring tasks efficiently.
- Work with multiple projects, subprojects, and shared resources.
- Integrate project updates with Outlook for effective team collaboration.

COURSE OVERVIEW

Take your Microsoft Project skills to the next level with this hands-on advanced course. Learn how to manage complex projects, customise views and reports, allocate resources efficiently, and collaborate across multiple projects. Gain practical experience in using advanced tables, filters, templates, and hyperlinks to create professional, well-organised project plans. **Prerequisites:** Participants must have attended the Introduction to Microsoft Project course or possess equivalent knowledge. Ideal for people who have specific training requirements.

TOPICS COVERED IN THIS COURSE

Objects and Drawing Tools

Insert and manage Clip Art, spreadsheets, Word documents, and organisation charts. Link objects to tasks or dates and control embedded object visibility.

Hyperlinks

Understand how to create internal hyperlinks, link to Word bookmarks or Excel range names, and manage hyperlinks within tables for easy navigation and reference.

Advanced Grouping and Filtering

Create custom groups and filters and use the Organiser to transfer them between projects for consistent data management and reporting.

Advanced Tables and Views

Develop and format custom tables, adjust Gantt Chart bar styles and view options, copy and customise views, and leverage the Global.mpt file for project-wide standards

Advanced Formatting and Templates

Apply and manage templates effectively, format projects for readability, and standardize views, tables, and reports to improve project presentation.

Resource and Task Management

Manage overallocations, use split views, assign resources, enter overtime, handle recurring tasks, and compare project versions.

Reporting

Create and customise reports, edit text styles and printing options, structure reports using tables, filters, and groups, and generate external visual reports in other applications.

Multiple Projects and Collaboration

Work with subprojects, share resources, define the WBS, manage dependencies, and interact with Outlook for task updates and team communication.