


# 2 – DAY


## MICROSOFT PROJECT (LEVEL THREE)


### CONTACT

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 +603 – 2713 6868

 **Berenice Ong/ Tesa Wang**

 [training@pm-resources.com](mailto:training@pm-resources.com)

 [www.pm-resources.com](http://www.pm-resources.com)  
[www.pm-eschool.com](http://www.pm-eschool.com)

### INTRODUCTION

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This course has been developed for people wanting to utilise the advanced features of Microsoft Project to manage complex projects.

### COURSE PREREQUISITES

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Participants will need to have attended or have a good working knowledge of the topics covered in the Microsoft Project 2013 Intermediate course.

### COURSE OBJECTIVES

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By the end of this course, you will be able to:

- Create calculated fields containing formulas or functions in Microsoft Project
- Create, use and customise templates
- Export Microsoft Project data to other applications and Import data into Microsoft Project including linking to SharePoint
- Earned Value Analysis
- Create a shared resource pool, combine and link multiple projects and downsize a larger project
- Record macros and edit macros using VBA

### WHO SHOULD ATTEND?

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This program is designed for a person with general desktop computer skills who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding of Microsoft Project necessary to construct advanced project plans.

# PROGRAM OUTLINES

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## MODULE 1: CUSTOM FIELD FUNCTIONS

- Formulas
- Graphical Indicator Fields

## MODULE 2: MODIFYING TEMPLATES

- Create a Template from an Existing Project
- Using a New Template
- Editing an Existing Template
- Using Organiser to Edit Templates

## MODULE 3: INTEGRATION WITH OTHER APPLICATIONS

- Copy and Paste
- Linking
- Embedding
- Exporting to Excel
- Export Map Wizard
- Importing Excel data into Project
- Copy Picture of Gantt Chart
- Integration with SharePoint
- Exporting Report Data

## MODULE 4: EARNED VALUE ANALYSIS

- Understanding Earned Value
- Interpreting Earned Value
- Viewing Earned Value Data

## MODULE 5: WORK BREAKDOWN STRUCTURE

- Viewing WBS
- Edit the WBS

## MODULE 6: MULTIPLE FILES

- Opening Multiple Files
- Create and use a Workspace
- Hiding Project Files
- Unhide Project Files
- Comparing Projects

## MODULE 7: PROJECT LINKING

- Master and Sub-projects
- Remove a sub project
- Breaking Task Links between Projects
- Inserting Links
- Combining Projects

## MODULE 8: SHARED RESOURCE POOL

- Create a Resource Pool
- Sharing a Resource Pool
- Assigning Resources from a Resource Pool
- Levelling Shared Resources
- Checking Pool Links
- Managing Shared Resource Files

## MODULE 9: DOWNSIZING A LARGE PROJECT

## MODULE 10: VBA AND MACROS

- Macro Security
- Record a Macro
- Play a Macro
- Assign a Macro to the Quick Access Toolbar
- Assign a Macro to the Ribbon
- Fixing Mistakes

## MODULE 11: VISUAL BASIC FOR APPLICATIONS (VBA)

- The Visual Basic Editor
- Editing a VBA Sub-Routine