



TRAINING THAT DEVELOPS  
*REAL CAPABILITY*



**MS Project – Advanced**

PM006

## MS Project – Advanced

Delegates will learn how to use a variety of views, tables, filters, and reports within Microsoft Project Professional to analyse project data for a business. Delegates will use some of Project's most useful features to control project costs and schedules. This course builds on both the Introduction and Intermediate Microsoft Project Courses to provide everything that a serious Project Planner needs to create and manage a project.

### Duration & Price

Duration: 1 day

Delivery mode: This programme is available In-Company

### Dates & Locations

*In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.*

### In-Company Training

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### What's covered?

Managing projects through Project Central/Server (server based):

- Set-up MS Project to use project central/server
- Access project central/server through the project application or web browser
- Navigate in project central/server
- Set up status reports
- Report on progress, respond to messages and status reports
- Update individual projects through project central/server
- Working with portfolios and creating new tasks in project central/server
- Delegating tasks through project central/server
- Administration of project central/server (set up views, access rights, accounts etc.)

### Who should participate?

Delegates will get the most out of this course if they want to learn how to use Microsoft Office Project Professional extensively during a project. Delegates should ideally have come through the Introduction and Intermediate courses or be familiar with how to control a Microsoft Project Plan.

## What will I learn?

Participants achieve the following learning outcomes from the programme;

- Customise MS Project:
  - tables – use of custom fields for calculations
  - filters – editing filters, creation of filters based on other filters
  - forms – customising forms, adding group boxes and fields
  - report – project reports, task and resource reports, crosstab reports
  - toolbars and menu bar
- Format graphical views
- Define the global file and use of project organiser
- Use and understand macros
- Work with multiple files, setting up resource pools, viewing
- Create project workspaces
- Consolidate projects and insert a project into another project while linking tasks between projects
- Copy Information to and from MS Project through the importing and exporting functionality
- Use workgroup features (email) and send schedule notes to non-MS Project users
- Notify resources of assignments, update the project and request status updates

## Tutors



**Liam Dillon**  
[View Profile](#)



**Louise Church**  
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