



**COURSE CONTENT
MS PROJECTS ADVANCED
DURATION: 1 DAY**

Overview

CONTENTS

1. MODULE 1 – TEMPLATES
 - a) Using an Existing Template
 - b) Create a New File Based on a Template
 - c) Saving a New Template Based File
 - d) Create Your Own Template
 - e) Custom Text Fields
 - f) Adding a Custom Number Field
 - g) Adding a Calculated Field
 - h) Graphical Indicators
 - i) Using Graphical Indicators
 - j) Modify an Existing Template
 - k) Saving a New Template
 - l) Using the New Template

2. MODULE 2 – SCHEDULE CORRECTIONS
 - a) Schedule Variances
 - b) Identify Schedule Variance
 - c) Correct Schedule Variance – Accelerated Start Date
 - d) “Catching Up” With Overtime
 - e) Rescheduling Incomplete Work & Updating Baselines
 - f) Reschedule Incomplete Work
 - g) Save and Display a Second Baseline
 - h) Resolving Over Allocations
 - i) Identifying Over Allocations
 - j) Resource Sheet View
 - k) Resource Usage View
 - l) Task Usage View
 - m) Resolving Over Allocations
 - n) Modifying Assignment Units
 - o) Delay the Start of a Task
 - p) Delay Work
 - q) Change Task Dependencies

3. MODULE 4 – MASTER PROJECTS AND RESOURCE POOLS

- a) The Master Project File
- b) Create a Master Project File
- c) Inserting Sub-Project Files
- d) Insert Two Sub-Project Files
- e) Working With Master & Sub-Projects
- f) Update a Sub-Project via the Master File
- g) Central Resource Pools
- h) Sharing Resources
- i) Opening the Pool File
- j) Open a Sharer Plan

4. MODULE 5 – SHARING DATA

- a) Mapping
- b) Mapping Excel Data
- c) Correcting Imported Data
- d) Remove Constraints
- e) Create Outlining & Link the Tasks
- f) Copy and Paste as an Alternative Import Method
- g) Copy and Paste Resource Data
- h) Export to Excel
- i) Export Cost Data to MS Excel



The above course is compiled for individuals with: Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.



**COURSE CONTENT
MS PROJECTS ADVANCED
DURATION: 2 DAY**

Overview

CONTENTS

MODULE 1 – TEMPLATES

- a) Using an Existing Template
- b) Create a New File Based on a Template
- c) Saving a New Template Based File
- d) Create Your Own Template
- e) Custom Text Fields
- f) Adding a Custom Number Field
- g) Adding a Calculated Field
- h) Graphical Indicators
- i) Using Graphical Indicators
- j) Modify an Existing Template
- k) Saving a New Template
- l) Using the New Template

MODULE 2 – SCHEDULE CORRECTIONS

- a) Schedule Variances
- b) Identify Schedule Variance
- c) Correct Schedule Variance – Accelerated Start Date
- d) “Catching Up” With Overtime
- e) Rescheduling Incomplete Work & Updating Baselines
- f) Reschedule Incomplete Work
- g) Save and Display a Second Baseline
- h) Resolving Over Allocations
- i) Identifying Over Allocations
- j) Resource Sheet View
- k) Resource Usage View
- l) Task Usage View
- m) Resolving Over Allocations
- n) Modifying Assignment Units
- o) Delay the Start of a Task
- p) Delay Work
- q) Change Task Dependencies

MODULE 4 – MASTER PROJECTS AND RESOURCE POOLS

- a) The Master Project File
- b) Create a Master Project File
- c) Inserting Sub-Project Files
- d) Insert Two Sub-Project Files
- e) Working with master & Sub-Projects
- f) Update a Sub-Project via the Master File
- g) Central Resource Pools
- h) Sharing Resources
- i) Opening the Pool File
- j) Open a Sharer Plan

MODULE 5 – SHARING DATA

- a) Mapping
- b) Mapping Excel Data
- c) Correcting Imported Data
- d) Remove Constraints
- e) Create Outlining & Link the Tasks
- f) Copy and Paste as an Alternative Import Method
- g) Copy and Paste Resource Data
- h) Export to Excel
- i) Export Cost Data to MS Excel



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