Microsoft Project 365 Advanced

Duration: 1 Day

At the end of the course delegates should be able to customise project fields, work with multiple projects and shared resource pools. They should also be able to record and run macros. Please note that delegates must be able to create a task and resource schedule prior to attending this course.

The following gives a brief overview of the course content, which may be tailored.

Recap on Resources
- Assigning resources
- Managing over allocations using team planner

Recap on Tracking
- Setting a baseline
- Inputting actuals
- Tracking the project

More on Resources
- Resource scheduling
- Effort driven scheduling
- Resource levelling

More on Tracking
- Adding progress lines

Other Views
- Network diagram view
- Calendar view

Customising Project
- Custom tables
- Modifying fields
- Custom fields
- Custom filters
- Custom reports
- Custom views
- Custom WBS code
- Copy objects between files

Templates
- Template location
- Creating a template
- Using the template
- Editing the template
- Deleting the template

Transferring Data Between Applications
- Importing from Excel – copy and paste
- Exporting by copying
- Import from Excel - mapping
- Exporting by mapping
- Copying to Word

Macros
- Recording macros
- Managing macros
- Assigning macros to the quick access toolbar and the ribbon