

PROJECT 2016 ADVANCED COURSE OBJECTIVES:

After the course, you will be able to:

Work with Objects and Drawing Tools

Advanced Grouping & Filtering

Advanced Tables and Views

Resource / Task Allocations Advanced

Reporting

Multiple Projects

Advanced Formatting

Using and Applying Templates

Project Server Overview

Audience:

This course is designed for users seeking to enhance their existing knowledge of Project and applying advanced features of Project 2016

Course prerequisite:

Users are expected to be familiar with most of the topics covered in our two-day Project 2016 Introduction course.

Course Duration:

This is a 1 day Project 2016 Advanced course.

The course starts at 09:30 and runs until 16:30

Alternate timing available upon request

Course Locations / Schedule:

This Project 2016 Advanced course can be run on-site, at our training centre or any preferred location in the UK.

The course can be held on a date that suits you.

▼ Detailed Course Outline

Work with Objects and Drawing Tools

Insert Clip Art, Spreadsheets, Word Documents

Organization Charts Using Drawing Tools

Linking Objects to Tasks or Dates

Show / Hide Embedded Objects Adding Hyperlinks

Internal Hyperlinks

Link to Word Bookmarks

Link to Excel Range Names

Hyperlink Table

Advanced Grouping & Filtering

Create Custom Groups

Create Custom Filters

Use organiser to transfer them

Advanced Tables and Views

Creating Custom tables

Formatting tables

Formatting Gantt Chart bar styles

Change Gantt chart View options (link lines) Copy views, Create new views and customise them

Use Organiser to transfer filters, groups, tables, calendars, views, reports

Understanding the Global.mpt

Resource / Task Allocations Advanced

Using split views with task usage and resource usage

Using the task usage to deal with over-allocations

Resource chart

Enter overtime

Share workload

Team Planner

Recurring tasks

Updating project

Comparing project versions

Reporting

Custom Reports

Edit report text styles

Edit report printing options

Edit a report structure using tables filters and groups Create a new report using new tables filters and groups

External report options (visual reports in other Apps)

Multiple Projects

Advantages and Disadvantages over summary tasks

Sharing Resources (resource pool)

Inserting Subprojects

Subproject options

External Predecessors and Successors

Using the WBS

Defining the WBS Interaction with Outlook

Email update tasks

Team assign

Team status

Advanced Formatting

Using and Applying Templates

Project Server Overview

A brief demonstration and overview of using Project Server / SharePoint