Microsoft Project: Intermediate

Duration: 1 Day

Introduction/Summary

Microsoft Project is the leading application for project management and is designed to address the work and people management needs of today's organisations. MS Project gives you ways to plan, manage, and communicate project information, resulting in increased productivity and effectiveness. IT and business professionals to visualise, explore and communicate complex information.

TheLightBulb's one day course is designed for current users of Microsoft Project to cover the more intermediate to advanced skills and features. The course outline is a basic structure of areas which can be covered but the contents will be tailored to your particular workflow use of Project.

This workshop can be delivered at our dedicated training centre in Basildon or tailored to meet your needs and delivered at your own premises.

Content

The following are suggested topics for this level of the package and it is not intended that every subject will be covered. The actual content can be decided prior to the day or after discussion with the delegates. It will be dependent upon the skill levels of each individual.

- Revision of introductory topics
- Advanced Task and Resource scheduling
- More complex tracking
- Multiple projects – managing
- Master and Sub Projects
- Creating and using resource pools
- Customising tables, filters, views, reports and forms
- Customising project options
- File importing and exporting
- Linking and embedding objects

Requirements/Pre-Requisites

Delegates should be aware of the contents of the introductory level course and be actively using the product.