

1 Day

Course Overview

Advance your skills with our 1-day Microsoft Project Advanced course. Perfect for experienced users, learn to manage projects, customize templates, and create reports. Designed for the desktop version, enhance your planning and gain a competitive edge in your organisation.

Course information:

You're competent with Project, and you're an experienced project manager, now you want to get the competitive edge with Microsoft Project that drives better results and streamlines workflows. Let us help level up your skills with our advanced training course for Microsoft Project.

The Future Savvy 1-day Microsoft Project Advanced course is perfect for experienced Microsoft project users. This instructor-led course provides you with advanced skills and builds upon the skills students learnt from the introductory course. At the end of this course, you will be comfortable managing the Project environment, working within task structures, generating views, and creating reports.

** Please note that this course is intended for the desktop version of the Microsoft Project.

What you will learn:

With this Advanced Microsoft Project course, you will be able to:

- Start Projects
- Manage Project Environments
- Manage task structures
- Generate and use Project view
- Create and export Project reports

By the end of the 1-day instructor-led Microsoft Project Advanced course, you'll know how to utilise Project to its full potential within your organisation. You'll be able to completely customise your Projects, create templates, and streamline future project plans better than ever!

Course Outline

1. Managing the Project Environment

- Link Projects
- Baseline a Project
- Work with Custom Fields

2. Managing Task Structures

- Change a Task List
- Create a Network Diagram
- Manage the Critical Path
- Use Lag and Lead
- Analyze Earned Value

3. Generation Project Views

- Use View Commands
- Use Existing Views
- Create Custom Views
- Format and Share the Timeline View

4. Producing Project Reports

- Use Existing Reports
- Create Custom Reports
- Export Visual Reports