

Project Advanced Techniques (Modules 5 –8)

5 Working with Multiple Projects

- ◆ Creating Sub Projects
- ◆ Sharing the Resource Pool
- ◆ Consolidating Projects
- ◆ Using appropriate Views and Filters
- ◆ Controlling Security between Projects
- ◆ Using Workspace files
- ◆ Creating Project Templates

6 Advanced Scheduling, Tracking, Updating, & Macros

- ◆ Working with Resource-driven Tasks
- ◆ Updating the schedule
- ◆ Working in a workgroup
- ◆ Creating different Baselines
- ◆ Creating simple Macros

7 Customising Views, Filters & Reports

- ◆ Working with Filters and Tables
- ◆ Creating Form Views
- ◆ Setting up Combination Views
- ◆ Customising the Project Desktop
- ◆ Printing Views and Reports

8 Sharing & Linking Information

- ◆ Working in a Workgroup
- ◆ Consolidating Project Files
- ◆ Sharing resources between projects
- ◆ Import and Export files
- ◆ Linking and embedding Project data
- ◆ Inserting and Linking Graphs, Text and other graphics