

## Project 2013 Advanced

**Length:** 1 Day

**Summary:** This course builds on day-to-day project management using MS Project, covering the advanced features of the application, including emphasis on customizing of the application itself.

**Who Should Attend:** High level users of MS Project, potentially Project Managers, who have a leading role in using this application as the main tool for tracking projects and who wish to customize MS Project.

---

### COURSE CONTENT

#### 1: MANAGING THE PROJECT

- Management Criteria
- Managing Time
- Examine an Existing Project
- Managing Resources

#### 2: SPECIAL FEATURES AND ADVANCED ANALYSIS

- Use the Course Development project.
- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing into Project
- 'Grouping'
- Recurring Tasks

#### 3: TEMPLATES, WIZARDS AND MACROS

- Templates
- Use a Sample Template
- Global Template

#### 4: CUSTOMIZING MS PROJECT

- Customization
- Custom Reports
- Custom Tables
- Adding Columns to Tables
- Custom Filters

#### 5: MACROS OVERVIEW

- Macros
- Creating VBA Code
- The VB Editor
- Working with Modules
- Editing Macros Custom Filter Values
- Exercise: Create an Interactive Filter
- Customizing the Ribbon