



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

PROJECT 2016 ADVANCED – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>Project 2016 Advanced aims to take the learner to more advanced levels of Microsoft Project. It covers a diverse range of topics including working simultaneously on multiple projects, sharing resources between several projects, downsizing very large projects, using templates, and automating operations with VBA.</p>	<ul style="list-style-type: none"> • Create and work with several types of custom fields • Create and work with WBS Codes • Create a custom view with a custom filter, group and table • Run and modify standard graphical reports as well as create your own custom reports • Create and work with visual reports • Work with and create project templates • Work with and link multiple projects in Project • Create shared resources for use amongst multiple projects • Downsize large project files into more manageable entities • Export project data to other applications • Collaborate on projects with others using Skype for Business and SharePoint • Create VBA macros to automate operations in a project file 	<p>Expand their skills and knowledge in using Microsoft Project in order to work simultaneously on multiple projects, sharing resources between several projects, downsizing very large projects and using templates.</p>



COURSE DETAILS	
Delivery	This course is delivered as a face-to-face instructor led training sessions. Our courses can be customised to suit your particular requirements.
Duration and Location	Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.
Fees and Inclusions	Please contact Peak Services for course fees or a proposal for on-site/in-house training.

<p>PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS</p>	<p>REGISTER NOW 07 3000 2148 FIND OUT MORE training@wearepeak.com.au wearepeak.com.au</p>
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COURSE ELEMENTS

CUSTOM FIELDS

- Understanding Custom Fields
- Creating Custom Fields
- Inserting Custom Fields
- Creating a Formula in a Custom Field
- Modifying a Formula
- Testing a Formula
- Understanding Graphical Indicator Custom Fields
- Creating Graphical Indicator Custom Fields
- Creating a Lookup Custom Field
- Creating an Outline Code Mask
- Entering Lookup Table Values
- Using a Lookup Table

WBS CODES

- Understanding WBS Codes
- Creating WBS Codes
- Altering Tasks With Custom WBS Codes
- Renumbering WBS Codes
- Editing Custom WBS Codes

CUSTOM VIEWS

- Preparing for the Custom View
- Creating a Custom Filter for the View
- Creating a Custom Group for the View
- Creating a Custom Table for the View
- Creating the Custom View
- Removing a Custom View and Its Components

GRAPHICAL REPORTS

- Understanding Graphical Reports
- How Graphical Reports Work
- Running a Report
- Formatting Chart Objects
- Manipulating Report Data
- Filtering Report Data
- Cloning an Existing Report
- Creating a New Report
- Enhancing Report Appearance
- Making Reports Global
- Removing Unwanted Reports

VISUAL REPORTS

- Understanding Visual Reports

- Understanding Excel Visual Reports
- Creating a Visual Report From a Template
- Choosing Fields to Display in a Visual Report
- Changing the X Axis Categories
- Filtering a Visual Report
- Formatting a Visual Report
- Saving a Visual Report as a Template
- Using a Custom Visual Report Template

PROJECT TEMPLATES

- Understanding Project Templates
- Examining the Templates
- Saving a Project as a Template
- Using a Custom Project Template
- Specifying the Personal Templates Folder
- Using the Personal Template Folder
- Modifying a Template
- Understanding the Global Template
- Organising the Global Template
- Applying a Newly Organised Item
- Removing Items From the Global Template

LINKING AND COMBINING PROJECTS

- Understanding Linked Projects
- Combining Projects
- Viewing a Combined Project
- Printing From a Combined Project
- Setting a Combined Project Start Date
- Changing Data in a Combined Project
- Saving and Closing a Combined Project
- Using Only the Combined Project File
- Using Only Subproject Files
- Inserting Subprojects
- Breaking Subproject Links
- Creating a Read Only Subproject
- Inserting Task Links
- Creating a Summary Milestone

SHARED RESOURCES

- Understanding Resource Sharing
- Creating a Common Resource Pool

- Linking to an External Pool
- Linking a New Project File to the Pool
- Assigning Resources From the Pool
- Working With Shared Resources
- Checking for Resource Links
- Managing Shared Resources
- Opening Shared Resource Projects
- Opening the Resource Pool Only
- Assembling a Resource Master
- Working With a Resource Master

DOWNSIZING LARGER PROJECTS

- Understanding Project Downsizing
- Creating the Resource File
- Creating Smaller Projects
- Linking Subprojects to Resources
- Preparing for the Master Project
- Creating the Downsized Master File
- Setting Project Links
- Finalising the Master

OTHER APPLICATIONS

- Understanding Working With Applications
- Copying a Gantt Chart Image
- Copying Table Data
- Copying to Microsoft Excel
- Linking to Microsoft Excel
- Exporting to Microsoft Excel
- Exporting to Excel Using a Map
- Importing Data From Excel

WORKING COLLABORATIVELY

- Understanding Collaboration Options
- Adding a Contact as a Resource
- Working With a Contact Resource
- Syncing Tasks With SharePoint
- Working With a Synced Task List

MICROSOFT PROJECT VBA

- Understanding Project VBA
- Accessing the Developer Tab
- Recording a Macro
- Running a Macro
- Editing a Macro
- Running an Edited Macro
- Localising a Macro
- Running a Localised Macro