



# Project Advanced

# Course Content

## General Outline

Some of the more complex aspects of Project are covered in this Advanced course. You'll learn how to manage one large project that may be composed of many smaller, linked subprojects. You'll look at how to create a pool of resources that can be shared across many projects.

Customising project views and tables, creating macros and how to create project templates are also covered.

Exercises showing you how to integrate project information with other applications, such as Word, PowerPoint and on the web, will also be carried out.



## Detailed Outcomes

- ◆ Edit and create customised reports
- ◆ Create and apply macros
- ◆ Customise toolbars and menus
- ◆ Place text and graphics on Gantt charts
- ◆ Create and use project templates
- ◆ Integrate Project with other applications
- ◆ Create a pool of resources
- ◆ Create and manage subprojects
- ◆ Consolidate projects
- ◆ Manage projects on a network
- ◆ Integrate Project with e-mail
- ◆ Integrate Project with Outlook

## Client Reviews

"Well organised and able to work at your own pace."  
**Luc, Environmental Engineer; Essentials & Beyond**

"Make planning life easier."  
**Don, Engineer; Essentials & Beyond**

"Good venue and very well presented."  
**David, Surveyor; Essentials & Beyond**

"Extensive knowledge of the trainer."  
**Adam; Essentials & Beyond**

"Looking forward to using it back in the office. Excited!"  
**Lee, Supervisor; Essentials & Beyond**

"Impressed with the coffee and the comprehensive workbook."  
**Kathryn, Project Officer; Essentials & Beyond**

## Duration & Rate:

- ◆ 1 day public course (\$440) OR
- ◆ 3 x 1-hour online (\$132) OR
- ◆ Closed / Onsite (inquire)

## Prerequisites:

CLASS Training's Project Essentials & Beyond Course or otherwise proven competency.

## Public Course Includes:\*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

\* Inquire re details.

## How to Book:

- ◆ Phone us on (02) 6041 2711.
- ◆ Email us on [office@classtraining.com.au](mailto:office@classtraining.com.au).
- ◆ Book online at [www.classtraining.com.au](http://www.classtraining.com.au).