Project
Advanced

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

- ♦ Review the important shortcuts.
- ♦ Edit and create customised reports.
- ♦ Create and apply macros.
- ♦ Place text and graphics on Gantt charts.
- ♦ Create calculation-based data columns with formulas.
- ♦ Create and use project templates.
- ♦ Integrate Project with other applications.
- ♦ Create a pool of resources and share across projects.
- ♦ Create and manage subprojects.
- ♦ Create a dashboard project-reporting tool.
- ♦ Overview of integrate Project with Outlook.

Client Reviews

"Make planning life easier."
Don, Engineer

"Good venue and very well presented."
David, Surveyor

"Extensive knowledge of the trainer."
Adam, Planner

"Looking forward to using it back in the office. Excited!"
Lee, Supervisor

CLASS TRAINING

Delivery & Duration

- ♦ **1 day** public course, **OR**
  1 x 3-hour online, **OR**
  Closed / Onsite (inquire)
- ♦ For rates and dates, visit:
  classtraining.com.au/ coursedates/cat-21-project/

Prerequisites

CLASS Training Project Essentials & Beyond course or proven experience in Project is highly recommended.

Public Course Includes*

- ♦ Computer for hands-on skills.
- ♦ Extensive training manual.
- ♦ Refreshments.
- ♦ Certificate of attendance.
- ♦ After-course support.
- ♦ Free refresher course.

* Inquire re details.

Online Sessions Include

- ♦ PDF workbook of instructions.
- ♦ Interactivity: ask your questions.
- ♦ Access to recording of session.
- ♦ After-course support.

How to Book

- ♦ Phone: **(02) 6041 2711**
- ♦ Email:
  office@classtraining.com.au
- ♦ Book online:
  classtraining.com.au/ coursedates/cat-21-project/

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