

Course Outline - **Microsoft Project Advanced**

Aims:	Focuses on customisation features to create all types of custom elements within projects and how to manage multiple projects
Pre-requisites:	Must have attended the Microsoft Project Introduction course, or should have an extensive knowledge of the product
Duration:	One day

Data Validation

Why use Data Validation?
Using Validation to restrict data input
Defining Input Messages and Error Alerts

Custom Filters & Groups

Creating a Filter
Filtering Using Calculations
Creating Custom Groups

Custom Calculated Fields

Creating Custom Fields
Calculated Custom Fields
Using Custom Indicators

Custom Tables & Views

Creating a Table
Creating a View

Forms

Creating a Form
Add a Form icon to Toolbar

Using Macros

Recording a Macro
Running a Macro
Assigning Macros to Toolbars

Project Templates

Creating a Template
Editing a Template
Using Templates

Multiple Projects

Resource Pools
Linking Multiple Projects
Consolidated Projects

taking **IT** further

