

# MS Project Advanced: Course Schedule

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## Lesson 15: Applying Advanced Formatting and Printing

- Formatting a Gantt Chart View
- Formatting a Timeline View
- Formatting a Network Diagram View
- Formatting a Calendar View
- Printing Views: Advanced Options
- Printing Reports: Advanced Options
- Key Points

## Lesson 16: Customising Project

- Sharing Custom Elements Between Project Plans
- Recording Macros
- Editing Macros
- Customizing the Ribbon and Quick Access Toolbar
- Key Points

## Lesson 17: Sharing Project Information with Other Programs

- Copying Project Data to Other Programs
- Opening Other File Formats in Project
- Saving to Other File Formats from Project
- Working with File Formats from Previous Versions of Project
- Generating Visual Reports with Excel and Visio
- Guided Tour: Synchronizing Task Lists Between Project and SharePoint (Project Professional only)
- Key Points

## Lesson 18: Consolidating Projects and Resources

- Creating a Resource Pool
- Creating a Dedicated Resource Pool
- Viewing Assignment Details in a Resource Pool
- Updating Assignments in a Sharer Plan
- Updating a Resource's Information in a Resource Pool
- Updating All Plans' Working Times in a Resource Pool
- Linking New Project Plans to a Resource Pool
- Opening a Sharer Plan and Updating a Resource Pool
- Consolidating Project Plans
- Creating Dependencies Between Projects
- Key Points

## Lesson 19: A Short Course in Project Management

- Understanding What Defines a Project
- The Project Triangle: Viewing Projects in Terms of Time, Cost, and Scope
- Time
- Cost
- Scope
- Time, Cost, and Scope: Managing Project Constraints
- Managing Your Projects with Project

## Lesson 20: Roadmap for Developing your Project Management Skills

- Joining a Project Learning Community
- Joining a Project Management Learning Community
- Final Words



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