

# FlexiCoach

Software Coaching and Consulting

## Microsoft Project Advanced

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In this course the participant will gain an indepth understanding of Project tools. Use of Interim Plans, working with Overtime, Contouring Tasks and Resources. Customized Views and Tables. And the Use of Advanced Reporting Tools. This course will also give an indepth into Project Costing, Customizing the Project Application and Using Extended Tools to better understand Project Data.

### Project Foundation Review

- Working with High and Low Level Tasks
- Task Relationships
- Assigning Resources
- Critical Path
- Effort Driven Scheduling
- Saving a Baseline

### Resource Allocation

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times for Multiple Assignments
- Problem Assignments
- Dealing With Overallocations
- Using Resources Pools

### Resource Levelling

- Understanding Resource Levelling
- Creating Resource Problems
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating an Over Allocation Report
- Changing Work Effort
- Understanding Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

### Interim Plans

- Overview of Interim Plans
- Compared to Baselines
- Create an Interim Plan
- View an Interim Plan
- Multiple Interim Plans

### Formatting Projects

### Formatting Projects cont...

- Formatting for Non-Working Time
- Changing Text Styles
- Working With Gridlines
- Displaying Progress Lines
- Working With Progress Lines
- Changing the Layout
- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles
- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

### Project Views

- Understanding Project Views
- Working With the Standard Views
- Creating Split Views
- Creating a Custom View
- Creating a Custom Combination View
- Using Custom Views
- Customising the View Menus
- Saving an Existing View
- Deleting Unwanted Views
- Keeping New Views Local
- Working With Multiple Files
- Hiding Open Files

### Tables

- Exploring Tables
- Creating a New Table
- Adding Fields Using Add New Column
- Adding Fields Using Insert Column
- Adding Simple Custom Fields
- Formatting Table Fields
- Creating a Simple Lookup Table
- Using a Custom Table
- Using a Hyperlink Field

### Controlling Project Data

### Controlling Project Data cont...

### Controlling Project Data cont...

- More Highlight Filters
- Applying Filters
- Creating a Custom Filter
- Using a Custom Filter
- Editing Existing Filters
- Deleting an Unwanted Filter
- Grouping Tasks
- Using AutoFilters

### Advanced Printing

- Using Print Preview
- Setting Page Breaks
- Printing Specific Dates and Pages
- Printing Headers
- Printing Footers
- Working With the Legend
- Getting the Right Report Fit
- Exporting to PDF

### Costing your Project

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying a Different Cost Table
- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

### Visual Reports

- View Standard Visual Reports
- Connecting to Excel
- Excel Pivot Tables & Charts

### Visual Reports cont...

# FlexiCoach

Software Coaching and Consulting

Understanding the Timescale

Changing Time Periods

Showing Tiers

Modifying Specific Tiers

Understanding the Data Tools

Basic Data Highlighting

Highlighting Date Ranges

Highlighting a Range of Tasks

Highlighting Tasks With Specific Resources

Connecting to Visio

Exporting and Analysing Data

Power Applications for Complex Projects

## RELATED COURSES

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Project Advanced | Visio Foundation | Excel Advanced | Power BI



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,  
Participant may choose to focus on certain  
skills, more than others.**

For further information on this or another  
Course, please contact us by email to

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Or submit a request via our website:

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