

Microsoft Project XP Level 2

Overview

The skills and knowledge acquired in Microsoft Project XP Level 2 are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Project XP Level 2 is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Project XP Level 2 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Objectives

At the completion of Microsoft Project XP Level 2 you should be able to:

- Perform fixed work, fixed duration and fixed units scheduling
- Perform multiple project management, cost analysis and customisation
- Integrate Project XP with other Office applications
- Record and run Simple macros
- Import and export data

Course Duration is 2 Days

Course Code: J4M2

Topics

Resolve overallocations using resource levelling and duration types

Revision of introductory topics

Advanced techniques for resolving overallocations including re-scheduling tasks, resource levelling and Fixed Duration, Fixed Units and Fixed Work scheduling

Manage multiple projects

- Working with Task calendars
- Multi-project management

Integrate MS Project with other Office applications

Integration with other Office applications

Customise the MS Project interface

Customisation of the Project XP interface including calculated fields

Record and run simple macros

Import and Export data to/from MS Project

Importing/exporting data