

Microsoft Project - Intermediate

Detailed Content

Resource Levelling

Understanding Resource Levelling
Creating Resource Chaos
Tracking Down Over Allocations
Checking Resource Usage
Creating an Over Allocation Report
Fix 1 - Changing Work Effort
Understanding Overtime
Fix 2 - Assigning Overtime
Fix 3 - Hiring Contract Labour
Fix 4 - Switching Work Assignments
Fix 5 - Rescheduling Tasks

Assigning Materials

Assigning Fixed Material Consumption
Contouring Materials Usage
Adding More Material Assignments
Assigning Variable Usage Material
Adding to a Material Assignment
Checking Work for Materials

Costs

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

Constraints and Deadlines

Understanding Constraints and Deadlines
Reviewing Our Project
Adding a Constraint
Using Elapsed Time
Rescheduling Tasks
Creating a Deadline

Project Tracking

Creating a Baseline
Automatically Updating Tasks
Manually Updating Tasks
Entering Delayed Tasks
Tracking Actuals on a Gantt Chart
Using the Tracking Box
Viewing Task Slippage

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

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

Understanding the Data Tools
Basic Data Highlighting
Highlighting Date Ranges
Highlighting a Range of Tasks
Highlighting Tasks with Specific Resources
More Highlight Filters
Applying Filters
Creating a Custom Filter
Using a Custom Filter

Editing Existing Filters
Deleting an Unwanted Filter
Grouping Tasks
Using AutoFilters

Formatting Projects

Understanding the Timescale
Changing Time Periods
Showing Tiers
Modifying Specific Tiers
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

Printing Gantt Charts

Placing Printing Commands on the Ribbon
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