

# 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
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### Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
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### Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
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- Using Another Cost Table
- Applying a Different Cost Table
- Changing Rates During a Project
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### Constraints and Deadlines

- Understanding Constraints and Deadlines
- Reviewing Our Project
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- Creating a Baseline
- Automatically Updating Tasks
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### Project Views

- Understanding Project Views
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- Using Custom Views
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- Saving an Existing View
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### Tables

- Exploring Tables
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- Adding Simple Custom Fields
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### Controlling Project Data

- Understanding the Data Tools
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- Highlighting Date Ranges
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- Highlighting Tasks with Specific Resources
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- Applying Filters
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- Editing Existing Filters
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### 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
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- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles
- Changing Bar Text
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### 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