

## MICROSOFT PROJECT 2013 ADVANCED TRAINING

**MS Project 2013  
Advanced**



**COURSE LENGTH: 1.0 DAYS**

Microsoft Project 2013 includes new features for managing projects more efficiently and effectively. Master the use of this application by attending PD Training's Microsoft Project 2013 Advanced Training Course, the third and final course in the 3-part Project 2013 training series. The course is designed for users who have basic skills working with Project 2013.

To train you for the new and advanced functions of Project 2013, this course covers: customising the ribbon, filters and tables, examining and modifying projects, charting data, using macros and templates, the VBA Editor, preparing reports that provide an understanding and history of an entire project at a glance and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MICROSOFT PROJECT 2013 ADVANCED TRAINING COURSE OUTLINE

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### FOREWORD

This course includes training in each of the advanced functions of Project 2013. During the training, participants learn to manage projects, examine existing projects, manage resources, customise Project 2013, modify displays, use templates, customise projects, edit macros, and more. The course aims to provide quick and practical learning to help participants master the use of Project 2013 in a short amount of time.

Microsoft Project 2013 Advanced Training Course is the third course in the series of three: [Introduction](#), [Intermediate](#) and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

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### OUTCOMES

**After completing this course, participants will have learned to:**

- ▶ Modify a project
- ▶ Identify resource over-allocation
- ▶ Use task inspector
- ▶ Manage time
- ▶ Display progress data
- ▶ Chart data
- ▶ Manage recurring tasks
- ▶ Import into Project
- ▶ Use templates
- ▶ Customise tables
- ▶ Customise filters
- ▶ Create interactive filters
- ▶ Customise the Ribbon
- ▶ Create VBA code
- ▶ Work with modules
- ▶ Edit macros

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### MODULES

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### Lesson 1: Managing the Project

- ▶ Management Criteria
- ▶ Display progress data
- ▶ Planned Dates
- ▶ Actual Dates
- ▶ Scheduled Dates
- ▶ Managing Time
- ▶ Variance
- ▶ Examine an Existing Project
- ▶ Modify it According to Current Information
- ▶ Managing Resources
- ▶ Identifying Resource Over-allocations
- ▶ Resolve Resource Over-allocations Manually
- ▶ Task Inspector
- ▶ Resolve Over-allocations Using Resource Leveling

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### Lesson 2: Special Features and Advanced Analysis

- ▶ Exercise: Use the Course Development project
- ▶ Modifying the Display (Shortcuts)
- ▶ Task Usage and Resource Usage views
- ▶ Charting Data
- ▶ Importing into Project
- ▶ 'Grouping'
- ▶ Recurring Tasks

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### Lesson 3: Templates

- ▶ Templates
- ▶ Exercise: Use a Sample Template
- ▶ Global Template

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### Lesson 4: Customising MS Project

- ▶ Customisation
- ▶ Custom Tables
- ▶ Adding Columns to Tables
- ▶ Custom Filters
- ▶ Custom Filter Values
- ▶ Exercise: Create an Interactive Filter
- ▶ Customising the Ribbon

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### Lesson 5: Macros Overview

- ▶ Macros
- ▶ Creating VBA Code
- ▶ The VB Editor
- ▶ Working with Modules
- ▶ Editing Macros

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## WEB LINKS

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- ▶ [View this course online](#)