



Microsoft Project ® 2016 Advanced

This 1-day class takes place at:

LEARNSOFT TECHNOLOGY TRAINING CENTER

Torrey Pines Bank Building, 4350 Executive Drive, Suite 100, San Diego 92121

\$310 ABC Members \$390 Non-Members

Dates Available: Feb. 20 / Mar. 23 / Apr. 29

Class Times: 8:00 am – 3:30 pm

SUMMARY: This course builds on day-to-day project management using MS Project, covering the advanced features of the application, including emphasis on customizing of the application itself.

COURSE CONTENT

1: MANAGING THE PROJECT

- Management Criteria
- Managing Time
- Examine an Existing Project
- Managing Resources

2: SPECIAL FEATURES AND ADVANCED ANALYSIS

- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing into Project
- 'Grouping'
- Recurring Tasks

3: TEMPLATES, WIZARDS AND MACROS

- Templates
- Use a Sample Template
- Global Template
- The Organizer

4: CUSTOMIZING MS PROJECT

- Customization
- Custom Reports
- Custom Views
- Custom Tables
- Adding Columns to Tables
- Custom Filters
- The Ribbon

5: MACROS OVERVIEW

- Macros
- Creating VBA Code
- The VB Editor
- Working with Modules
- Editing Macros
- Customizing the Ribbon

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