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

➢ TO REGISTER:  Call or email Continuing Education:
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