



## Comprehensive Microsoft Project - Two-day seminar

Program Number: PMGNVB/PMGNMS / PDUs: 12

*We recommend a working knowledge of Microsoft Project to take this class.*

### 1.0 Global Settings

- Set the Default folder for saving files
- Save Files Automatically at a preset time interval
- Turn off personalized menus and toolbars
- Working with the organizer
- Customize a file with the organizer
- Customize the global template
- Record and Run a Macro
- Global Setting Exercise

### 2.0 Work Breakdown Structure (WBS)

- Develop the Work Breakdown Structure
- Review of WBS Basics

### 3.0 Schedule Views

- The Gantt Chart view
- The Calendar in a combination view
- The Network Diagram view

### 4.0 Using Predecessors and Successors

- Linking activities
- Linking activities Exercise

### 5.0 Activity Types

- Using activity Types
- Activity types exercise

### 6.0 Activity Constraints

- Understanding the types of constraints
- Activity constraints exercise

### 7.0 Resource Pool

- Creating the resource pool
- Creating Resource pool exercise
- Viewing details in resource pool
- Viewing resource pool exercise
- Updating assignments in a sharer file

### Course Objectives:

Participants will gain an advanced working knowledge of using Microsoft Project. Participants will gain a working knowledge of using Visual Basic Applications with Microsoft Project. Gain the knowledge that will allow you to work across applications.

### Learn How to:

- Add powerful capabilities to Microsoft Project
- Automate common tasks
- Integrate Microsoft Project into your enterprise
- Use new ways to obtain and share project information
- Perform interoperability tasks such as starting, activating and closing applications
- Use forms in Microsoft Project
- Connect to data sources

### Recommended past experience:

Prior to attending this course, you should have a good understanding of project management and Microsoft Project

- Updating data in Resource Pool Exercise
- Updating a resource's working time in resource pool
- Updating a resource's working time in resource pool exercise
- Linking new project files to a resource pool
- Linking new project files to a resource pool exercise
- Opening a sharer file and updating a resource pool
- Opening a sharer file and updating a resource pool exercise



## 8.0 Filter / Views

- Microsoft Project Objects (Resources)
- Microsoft Project Objects (Activities)
- Microsoft Project Objects (Calendars)

## 9.0 Visual Basic for Applications

- Integrated development environment
- Recording a macro
- Understanding Visual Basic syntax
- Create a procedure
- Writing a sub procedure
- Writing a function procedure
- Automation through the Microsoft Project 2000 Object Model
- Naming conventions
- Understanding scope and visibility

## 10.0 Working across Applications

- Object Library Reference
- Object Binding

## 11.0 Interoperability - Starting, Activating, and Closing

- Applications
- A Brief History of OLE
- Excel
- Word
- PowerPoint
- Running another application's macros
- File Input/Output

## 12.0 Using Forms in Microsoft Project

## 13.0 Connecting to Data Sources

- Introduction to ADO
- Referencing ADO 2.0
- Opening, using, and closing record sets
- Utilizing views and stored procedures
- Two-way communication with project
- Learn the advantages and disadvantages of group decision making