Course information from ZandaX

Microsoft Project 2013 Advanced

A premier Microsoft Project training course from ZandaX

Course duration: 2 hours of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

✔ Importing & Exporting Data
   ★ Use the tools and maps to import/export project information between other applications
✔ Advanced Project Options
   ★ Understand and Demonstrate projects advanced settings and features in relation to scheduling
✔ Advanced Resource Assignment
   ★ Identify and use advanced views and features to assign and manage resources
✔ Working with Multiple Projects
   ★ Understand the principles and learn how to share resources to multiple projects
✔ Customizing Microsoft Project
   ★ Learn how to add custom fields, tables and views for bespoke purposes
✔ Creating Reports
   ★ Understand and use project's built in report functions and create bespoke reports

What does our Project 2013 Advanced course cover?

Stay On Top Of Your Projects

With your project plan in place, you'll want to use higher level tools to increase your control, flexibility and skills.

In the Advanced course, you'll gain a solid understanding of advanced tools and concepts in Project that will increase your knowledge and productivity.

Please note that some of the lessons are quite advanced and you should fully understand what's covered in the Introduction course.

This Microsoft Project skills training course, like all our courses, has been developed over many years of classroom and online delivery.   Content has been thoroughly researched and is constantly updated so it's always leading edge.   It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?
Just think about this: how much would you benefit if you had better Microsoft project skills?

Course requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction course.
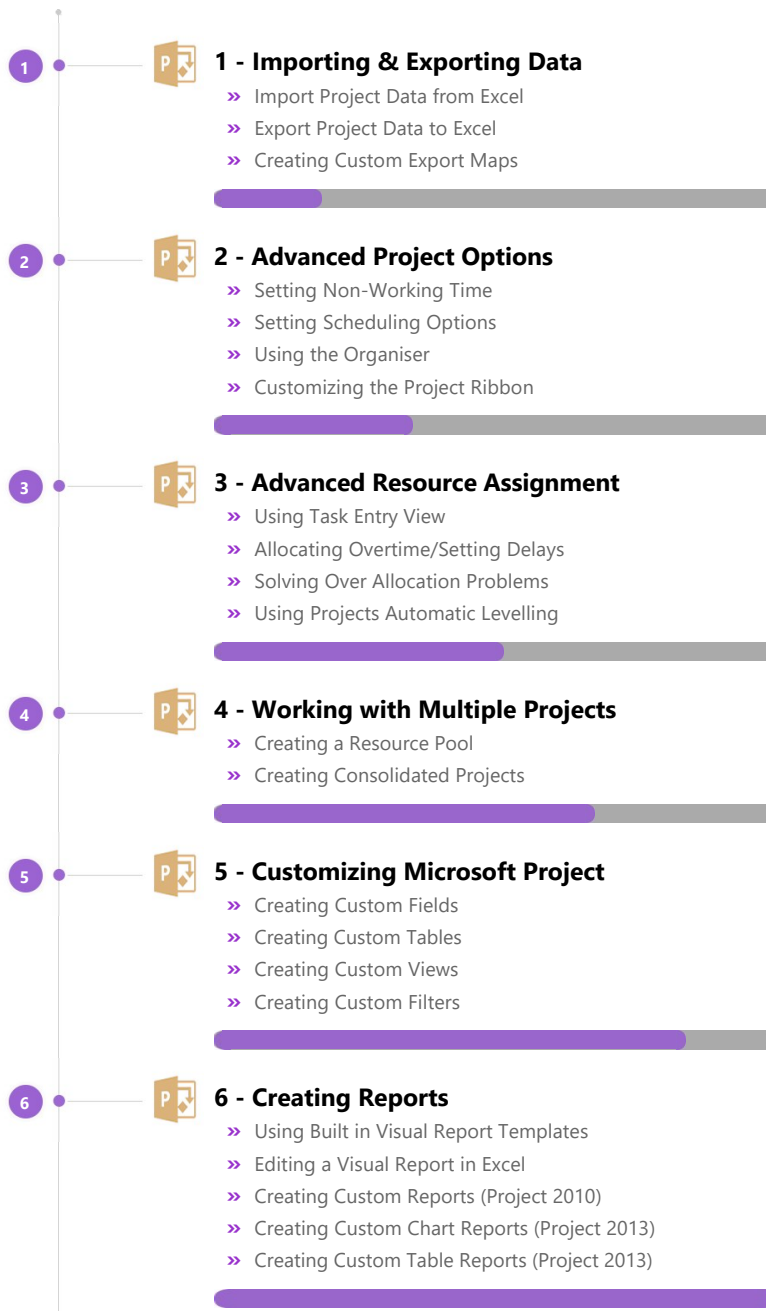
Who's this course for?

The course is intended for existing users of Microsoft Project who want to use the more advanced features of the software in order to increase their knowledge, productivity and effectiveness in managing projects.

CPD accredited course

This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Project 2013 Advanced

1 - Importing & Exporting Data
- » Import Project Data from Excel
- » Export Project Data to Excel
- » Creating Custom Export Maps

2 - Advanced Project Options
- » Setting Non-Working Time
- » Setting Scheduling Options
- » Using the Organiser
- » Customizing the Project Ribbon

3 - Advanced Resource Assignment
- » Using Task Entry View
- » Allocating Overtime/Setting Delays
- » Solving Over Allocation Problems
- » Using Projects Automatic Levelling

4 - Working with Multiple Projects
- » Creating a Resource Pool
- » Creating Consolidated Projects

5 - Customizing Microsoft Project
- » Creating Custom Fields
- » Creating Custom Tables
- » Creating Custom Views
- » Creating Custom Filters

6 - Creating Reports
- » Using Built in Visual Report Templates
- » Editing a Visual Report in Excel
- » Creating Custom Reports (Project 2010)
- » Creating Custom Chart Reports (Project 2013)
- » Creating Custom Table Reports (Project 2013)

And There's a Great Workbook...

The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are.**

How about realizing your **full potential?**

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on

More about the ZandaX Microsoft Project 2013 Advanced course

Increase Your Control and Mastery of Your Projects

Build on the basics to take control of your projects to a new level

The Advanced course takes you to a level that will put you in complete control of your projects.

You'll learn about importing and exporting data, about advanced scheduling and calendar options, and advanced resource allocation.

We'll show you how to work with multiple projects, customizing fields, tables, views and filters, and creating custom project reports.

Microsoft Project is an incredibly powerful application, and with the benefit of our two courses, you will have more awareness, control ... and general expertise ... than you thought possible.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.
The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/project-advanced to view the latest details, including related courses, prices and quantity discounts.