

Microsoft Project Level 4

Duration: 1 Day **Course Code: MSPRL4**

Overview:

Having already learnt how to create and edit basic plans in Microsoft Project, you find that you need to record additional information that the Standard Project Template does not accommodate for. To overcome this, you will learn how to customise all areas of Microsoft Project, exchange project plan data with other applications and reuse project plan information. You will also look at creating custom reports using both the built in Reporting tools plus Power BI.

Target Audience:

This course is designed for a person who has the basic skills to create and modify project plans using Microsoft Project and needs to use Microsoft Project to manage and customise those plans.

Objectives:

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| ■ On completion of this course you will be able to: | ■ |
| ■ Create Custom Project Fields, Filters, Tables and Filters | ■ Work with the Organizer Tool to Share Custom Items |
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| ■ Import Custom Data from Excel into Project | ■ Reporting on your Project |
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| ■ Create Custom Views and Macros | |
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Prerequisites:

To be successful in this course, we recommend that you attend the following courses or have equivalent knowledge:

[Microsoft Project Level 1](#)

[Microsoft Project Level 2](#)

You should also have an understanding of project management concepts.

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Project 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses; any other Project Management software is *not* suitable for this course. This course will be delivered on Microsoft Project 2016.

This course is not suitable for MAC users.

Content:

Customising Microsoft Project		Overview of Microsoft Project Reports
Create Custom Fields	Using the Organizer Tool	
		Creating a Burndown Report
Importing Excel Data	Create Custom Views	
		Create a New Report
Create Custom Tables	Develop a Macro to Automate a Procedure	
		Overview of Power BI and how it can be used to Report on Project Information
Create Custom Filters	Create Custom Reports	

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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