College Africa Group - Microsoft Project Expert table of contents

The general aim of this Microsoft Project Expert course is to take the skill level of users and enhance it so they can make the most of this very vital project management software. Over the span of 12 modules they will learn about file management tools, task management and operations, views, shapes, graphical indicators, formatting Gantt charts, variances, the Work Breakdown Structure code, and saving cube data.

File Management Tools
One of the first steps for getting the most out of any software is understanding it at a core level. This module helps with that as it looks at file formats, how to use AutoSave, how to set file passwords, and manage file properties.

Advanced Task Management
This module delves into task management. Here, students will learn how to: split tasks, overlap tasks, delay tasks, assign variable units to a task, and change remaining work.

Advanced Task Operations
This module gives students a closer look at tasks. They will learn about fixed duration tasks and how to: set and modify fixed tasks, add a hyperlink to a task, and add custom fields to a task.

Advanced Views
Views allow users of Microsoft Project 2013 to view project information from a wide variety of configurations. Here, students will learn how to: apply advanced views, view tables, create custom tables, and create custom views.

Adding a Shape
Shapes are useful for a Gantt chart to help illustrate the information that it is displaying. This module teaches how to: draw, move, resize, and delete a shape.

Formatting a Shape
It's not much good to put a shape on a chart and not know how to manipulate it, and that's where this module will be helpful. This module shows how to: change the order of shapes, change the line color, change the fill color, and attach a drawing to a task.

Adding a Graphical Indicator
Graphical indicators display the progress of a task or other information with a combination of symbols and/or colors. This module shows students how to: understand graphical indicators, set up the field, create the indicator, use formulas with graphical indicators, and import criteria from other files.

Formatting the Gantt Chart, Part One
In this module, students will learn how to: change the text style, change the gridline settings, choose a layout, and format columns.

Formatting the Gantt Chart, Part Two
This module continues on with a look at formatting Gantt charts. Covered here is how to: format bars and bar styles, choose tasks to view, choose a baseline, and show and hide task information.

Working with Variances
This module gives insight into how to: use the variance table, check for variances, display work for variances, and display cost variances.

The Work Breakdown Structure Code
The Work Breakdown Structure Code gives an idea of where a task fits into a project. Covered in this module is how to: understand the WBS code, assign WBS code to a task, view the WBS code of a project, and customise WBS code.

Saving Cube Data
An OLAP (Online Analytical Processing) cube is larger than a database and allows faster analysis of its data and can analyse data from multiple perspectives. This module shows how to: choose OLAP data, use the field picker, save the cube, and save a database

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