

## Microsoft Project 2000

**Course Level** : Advanced

**Course Duration** : 1 Day

**Prerequisites** : Attendance on Introduction Course or equivalent experience



### ▼ Course Content

- Course Objectives
- Revision
- Templates
  - Using a built in template
  - Creating a Template
- Customising Project98
  - Creating a Base calendar
  - Custom Views
  - Custom Filters
  - Custom Forms
  - Custom Tables
  - The Table definition screen
  - Modifying tables on screen
  - Custom Fields
  - Organier
- Macros
  - Recording a Macro
  - Adding a macro to a Toolbar
- Sharing Resources
  - Creating a resource pool
  - Updating and refreshing resource pools
  - Closing files with shared resources
- Multiple Project Management
  - Linking projects
  - Resources in linked projects
- Importing/Exporting Data
  - Import/Export maps
  - Converting to HTML format
- Workshop