

Microsoft Project 98

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