

MICROSOFT PROJECT INTERMEDIATE (LEVEL 2)		
A one day Intermediate course helps you manage, communicate and track your project information in order to keep control of your projects. Prerequisite: Participants should have attended a Microsoft Project Introduction course prior to attending this course.		
SECTION 1		
Viewing The Plan		
	Filtering The Project Tasks	
	Sorting Tasks	
	Working With Multiple Projects	
	Working With More Than One Project	
	Create A Workspace	
	Open Workspace Using New Window	
Consolidating Projects		
	Consolidating Closed Files	
	Master Projects And Sub-Projects	
	Creating Sub-Projects In A Master Project	
Printing Views And Reports		
	Gantt Chart Wizard	
	Page Setup	
	Print Previewing Views	
	Printing Views	
	Print Previewing And Printing Reports	
	Print A Report	
SECTION 2		
Controlling The Project		
	Adjusting Project Costs	
	Reducing Costs	
	Scheduling Task	
	Constraints	
	Constraint Conflicts	

Tracking Project Progress		
	Updating The Schedule With Actual Information	
	Updating Specific Tasks	
	Comparing Results	
	Comparing Baseline Versus Actual Data	
Working With The Critical Path		
	Filter Critical Paths	
	Changing Task	
	Relationships	
	Adding Resources	
	Increase Working Hours	
SECTION 3		
Customising		
	Customised Tables	
	Customising Views	
	Create A New Reports	
Pert Charts		
Project Notes		