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CELEBRATING
175 YEARS
1835-2010



cpd REGISTERED
TRAINING PROVIDER 2010

Course MSP-002

This 1-day course provides the student with additional knowledge for Microsoft Project. Building off skills learned in the basic course MSP-001, the MSP-002 course covers advanced subjects such as Creating Reports and Customising Views; Filters and Groups; Custom Fields; Project Templates; Export Data to other Applications. Hands-on workshops enable students to apply skills learned throughout the course.

Learning Outcomes:

- Communicate Project Information
- Use Custom Filters and Groups
- Create Custom Calculated Fields
- Define Project Templates
- Export Data to other Applications

Professional Development and Continuing Education Units:

- Engineer Ireland CPD Credit: 1

Prerequisite: Knowledge of Windows™

Course Length: 1 day

Class Size: Class never exceeds 8 students per session to allow for individual attention

Course Price: For course fees please call us on +353 (0)45 891141

*****Payment must be received in full upon registering in order to secure your place*****

Course Outline

- Custom Filters and Groups
 - Creating a Filter
 - Filtering using calculations
 - Creating custom groups
- Custom Calculated Fields
 - Creating custom fields
 - Calculated custom fields
 - Using custom indicators
- Project Templates
 - Creating a Template
 - Editing a Template
 - Using Templates
- Communicating Project Information through:
 - Creation of customised Views
 - Creating customised Reports
- Exporting Data to other Applications

Workshops:

- Creating a Filter
- Creating custom Fields
- Editing a Template
- Creating a Report