



See more at [www.zandax.com/courses/project-2019-advanced](http://www.zandax.com/courses/project-2019-advanced)

Course information from ZandaX

## Microsoft Project 2019 Advanced

**A premier Microsoft Project training course from ZandaX**

Course duration: 8 hours 30 minutes of comprehensive content (Revisit, review and revise as often as you want)

### What you'll learn

- ✓ Introduction
- ✓ Consolidation and Resource Sharing
- ✓ Recurring Tasks
- ✓ Custom Fields
- ✓ Outline Codes and WBS Codes
- ✓ Costs
- ✓ Custom Tables
- ✓ Custom Views
- ✓ Sorting, Filtering, and Grouping
- ✓ Reports
- ✓ Visual Reports
- ✓ Earned Value Analysis
- ✓ Import and Export
- ✓ Macros
- ✓ Conclusion

### What does our Project 2019 Advanced course cover?

#### Take Your MS Project Skills to a New Level

If you have the basic skills in place, your projects will run well: after all, Microsoft Project is probably the easiest to learn project management software you'll find!

But the Advanced course gives you a great insight into advanced tools and concepts in MS Project that will increase your knowledge and productivity.















Remember that some of the lessons are quite advanced and you should fully understand what's covered in the Introduction course before you take this one.
















This Microsoft Project skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft project skills?

# Course content for Microsoft Project 2019 Advanced

1		<b>1 - Introduction</b> <ul style="list-style-type: none"><li>» Introduction</li><li>» Course Structure</li><li>» Course Exercise And Demo Files</li></ul>	
2		<b>2 - Consolidation and Resource Sharing</b> <ul style="list-style-type: none"><li>» Consolidation and Resource Sharing</li><li>» Resource Sharing</li><li>» Project Consolidation</li><li>» Exercise 1</li><li>» Practical Sharing and Consolidation - Part 1</li><li>» Practical Sharing and Consolidation - Part 2</li></ul>	
3		<b>3 - Recurring Tasks</b> <ul style="list-style-type: none"><li>» Setting Up Recurring Tasks</li></ul>	
4		<b>4 - Custom Fields</b> <ul style="list-style-type: none"><li>» Creating a Custom Field</li><li>» Calculated Custom Field - Part 1</li><li>» Calculated Custom Field - Part 2</li><li>» Exercise 02</li></ul>	
5		<b>5 - Outline Codes and WBS Codes</b> <ul style="list-style-type: none"><li>» Outline Numbering and WBS Codes</li><li>» Problems in Outline Numbering and WBS Codes</li><li>» Outline Codes</li><li>» Exercise 03</li></ul>	
6		<b>6 - Costs</b> <ul style="list-style-type: none"><li>» Fixed Task Costs</li><li>» Cost Accrual</li><li>» Budget Costs</li><li>» Cost Rates and Rate</li><li>» Overtime</li><li>» Variable Material Costs</li><li>» Exercise 04</li></ul>	
7		<b>7 - Custom Tables</b> <ul style="list-style-type: none"><li>» Customization of Tables</li><li>» Management of Custom Table Definitions</li></ul>	

8		<b>8 - Custom Views</b> <ul style="list-style-type: none"><li>» Use of Custom Views</li></ul>	
9		<b>9 - Sorting, Filtering, and Grouping</b> <ul style="list-style-type: none"><li>» Sorting</li><li>» Filtering</li><li>» Grouping</li><li>» Exercise 05</li></ul>	
10		<b>10 - Reports</b> <ul style="list-style-type: none"><li>» Reporting Overview</li><li>» Creating and Customizing Reports - Part 1</li><li>» Creating and Customizing Reports - Part 2</li><li>» Targeted Reporting - Part 1</li><li>» Targeted Reporting - Part 2</li><li>» Exercise 06</li><li>» Comparing Projects</li></ul>	
11		<b>11 - Visual Reports</b> <ul style="list-style-type: none"><li>» Visual Reporting using Excel</li></ul>	
12		<b>12 - Earned Value Analysis</b> <ul style="list-style-type: none"><li>» Earned Value Analysis Basic Terminology</li><li>» Example of Earned Value Analysis</li><li>» Exercise 07</li></ul>	
13		<b>13 - Import and Export</b> <ul style="list-style-type: none"><li>» Importing Data to Project</li><li>» Exporting Data from Project</li><li>» Exercise 08</li></ul>	
14		<b>14 - Macros</b> <ul style="list-style-type: none"><li>» Recording a Macro</li><li>» Editing a Macro</li><li>» Exercise 09</li></ul>	
15		<b>15 - Conclusion</b> <ul style="list-style-type: none"><li>» Closing</li></ul>	

## More about the ZandaX Microsoft Project 2019 Advanced course

### Enhance Your Projects With Advanced Skills

#### Build on the basics to take control of your projects to a new level

The Advanced course will put you in complete control of your projects.

You'll learn about resource sharing and setting up a resource pool, about consolidating projects and setting up recurring tasks.

You'll move on to custom fields and Outline & WBS codes.

Next comes cost management, fixed/variable costs & budgets, before moving on to custom tables, views and reports.

You'll then learn about advanced sorting, filtering & grouping, importing and exporting data, and you'll finish with a great lesson on using macros.

This course will truly equip you with the advanced skills that will transform how you manage your projects!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

#### Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

You also get accompanying exercises that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

#### View this course online

Visit our website at [www.zandax.com/courses/project-2019-advanced](http://www.zandax.com/courses/project-2019-advanced) to view the latest details, including related courses, prices and quantity discounts.

**ZandaX**

ZandaX – Change Your Life ... Today

All content © ZandaX 2023



[www.zandax.com](http://www.zandax.com)